**Graduate Internship Programme – Job Description**

|  |  |
| --- | --- |
| **Job title** | Theatre Production Coordinator (LCM2) |
| **School / Department** | London College of Music |
| **Line manager who the intern will report to** | Alejandro Postigo |
| **Is this role hybrid working or permanently onsite at UWL?** | Hybrid |

|  |
| --- |
| **Please provide a one sentence description for advertising the role on the GI website** |
| Seeking a dynamic and proactive Project Coordinator Assistant to work closely with Dr Alejandro Postigo on building a strong production strategy for performance projects *The Copla Cabaret* and *Miss Brexit,* helping with securing funding and touring opportunities, the generation of visual content, and the daily aspects of managing theatre productions. |

|  |
| --- |
| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.The main purpose of this role is to provide project, administrative and technical support to cover the duties of graduate-level project (s) assigned by a line manager from the London College of Music.The post holder will be working within a team and will be expected to use their own initiative and undertake self-directed learning within a supportive environment to develop their own skills and gain a good working knowledge of the London College of Music policies and procedures and of the wider University, in order to make a positive contribution to the team and the London College of Music.Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

|  |
| --- |
| **What you will gain from this internship** |
| * Hands-on experience in a real-life theatre production project.
* Mentoring from experienced theatre makers and producers.
* A set of soft and hard skills gained only by professional theatre production scenarios.
* The experience of working with a diverse creative group from different theatre backgrounds.
* Networking with theatre industry professionals and venues.
 |

|  |
| --- |
| **Key areas of responsibility** |
| * Contacting venues, programmers, festivals and professionals interested in the shows.
* Drafting budgets and tour schedules, collaborating in the creation of a fundraising strategy.
* Generating and updating visual material and graphics for social media engagement.
* Drafting funding applications such as Arts Council England.
* Helping with technical and creative support during shows and rehearsals.
 |

|  |
| --- |
| **Skills/knowledge required** |
| * Proactive approach, demonstrating initiative and autonomy to seek performance opportunities.
* Ability for working independently with minimal supervision.
* Knowledge of word and excel, as well as performing arts technologies. Graphic design ability is a plus.
* Understanding of theatre touring and fundraising, working on tight timelines with specific deadlines.
* Ability to follow instructions whilst working independently as well as collaboratively.
 |

|  |
| --- |
| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024