**Graduate Internship Programme – Job Description**

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| **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 |

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| **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. |

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| **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. |

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| **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. |

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| **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. |

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| **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. |

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| **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