



National Theatre Wales

Job Description: Live Events Apprentice

Main Purpose of the Job

The Live Events Apprentice will have the opportunity to work alongside a range of departments at National Theatre Wales. He or she would have responsibility on various administrative tasks and projects across the 12-month fixed-term period.

The role is run in conjunction with Cardiff and Vale College and the qualification achieved on completion of the course is a Level 3 Diploma in Live Events and Promotion.

This role would ideally suit someone who wants to gain a thorough insight into Live Events, whilst working for a National Company. This is a development role and although we would expect the ideal candidate to have some live events experience we'd want them to gain new skills and experiences from their time with NTW. At the end of the year we'd want the candidate to feel confident enough to move on to the next stage of their career.

Reports to:

Senior Production Administrator

Line Management Responsibilities

No direct line management responsibilities

Working for NTW

Every member of staff at National Theatre Wales has a significant role to play in achieving the Company's goals. We are all advocates for the Company's work. Attendance at Company meetings and Ideas meetings, and active involvement with NTW TEAM is a valued part of everyone's job. Beyond the specific tasks of each job description, these Company-wide activities are a key part of each staff member's contribution and achievement.

Key Tasks and Modules

Production, Communications and Collaboration

To work with and assist the various core areas of the company's business (Marketing, Production, Finance, Fundraising and Administration) in the administration and planning of projects and productions. To also work with the Creative Development and Collaboration programmes supporting projects and events.

- To provide administrative support for all production activity, including booking venues, travel and accommodation
- Contribute to the preparation of contracts for a live event
- To prepare and maintain a budget for a live event
- To work effectively with other people in a creative and cultural context
- To learn and ensure responsibility for actions to reduce risks to health and safety
- Contribute to the production and proof reading of copy for the advertising, and the distribution of publicity material for a live event
- To understand the role of marketing and advertising in live events and promotion
- To assist the Development Department on the administration of funding applications and to identify funding streams
- To undertake activities to secure funding for a live event
- Contribute to the planning of tours, shows and events
- Understanding the core knowledge needed by those who work with children and young people

This Job Description is not exhaustive and that it is possible that the responsibilities may change or be added.

Person Specification

ESSENTIAL

Experience

- Proven interest in Live Events in any capacity.

Knowledge and Skills

- GCSE Grade C in English and Mathematics
- Demonstrable organisational and administrative skills
- Excellent communication skills, both oral and written
- An understanding of how live and cultural events operate
- Confidence in the use of digital technology

Personal Attributes

- An ambition to work in the Live Events industry
- Commitment to team working and a flexible approach to working practices
- Value the importance of attention to detail and accuracy

- Enjoy sharing and discussing ideas, making connections, making things happen

DESIRABLE

- GCSE Grade C in ICT
- Knowledge of the Wales Arts scene
- Welsh language skills
- Enthusiasm for the arts in general and for theatre in particular

The job role will entail occasional weekend work and working at night. The job will also involve some travel within Wales and possibly in the rest of the UK.

We encourage applications from all parts of the community and in particular those which are currently under-represented at NTW, including people of colour and disabled people.

TERMS AND CONDITIONS

Salary: £9,204 per annum

Hours: 30 hours per week (to include a compulsory one-hour lunch break per day)

Holidays: 25 Days, pro rata (excluding statutory Bank Holidays)

Term: Fixed-term contract (12-months). Open for someone between the age of 18 and 20

Notice: Following completion of a successful three-month probationary period, the notice period is one month on either side.

Pension: After completion of a satisfactory three-month probationary period the employer offers a stakeholder pension with Scottish Life, whereby contributions can be deducted from salary. There is a 3% contribution from the Employer at present (employee contribution is at own discretion). This employment is not contracted out of the State pension scheme.