

**Go Live Theatre Projects
Student Placement Opportunity
Summer Stage Administration Assistant**

Who We Are

Go Live Theatre Projects (GLTP) is a theatre education charity founded in 1997. We run a range of access, creative learning and youth engagement programmes.

Summer Stage is aimed at young people aged 13 to 17 who might not otherwise have the opportunity to take part in a performing arts summer school. This is a devising programme which develops performance skills, young people’s confidence and access to opportunities. There are two different weeks available, so there are places for young people who might be a bit hesitant to try theatre for the first time and those who already know they love performing! Both groups will see a West End show (midweek matinee) and work towards an informal sharing/performance at the end of the week.

Young Creatives (Week 1) is aimed at young people who are new to taking part in drama projects. We welcome young people who are neurodivergent, have mild to moderate learning needs, mental health issues or access requirements. During this week, participants will focus on developing skills such as confidence, creativity and communication. This week also includes a welcome workshop to gauge group confidence levels and allow the participants to familiarise themselves with the workshop space, staff team and peers, providing a light touch start to the programme, aiming to alleviate participants’ anxiety at the start of the Summer Stage week.

Young Performers (Week 2) is aimed at young people who have taken part in drama projects before. We welcome young people who have participated in a Go Live project with their youth group or in their school, have taken part in school plays or are a member of a young company. During this week participants work on developing professional performing skills as well as focusing on teamwork and communication skills.

Overview of the role: Summer Stage Administration Assistant (placement opportunity)

Go Live Theatre Projects are looking for an individual who has an interest in arts administration and participation. The role of the **Summer Stage Administration Assistant will be required from July – August 2024 (dates to be agreed with the successful candidate).**

Schedule:

Due to the nature of the programme, we cannot be flexible on dates and times.

Dates and times	<p>Welcome Workshop for Week 1 participants Day: Saturday 27 July Time required: 10.00am – 12.45pm Workshop runs: 10.45am -12.15pm</p>
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	<p>Summer Stage Week 1 Days: Monday 29 July – Friday 2 August Time required: 9.30am – 4.30pm Workshops runs: 10am – 3.45pm</p>
Dates and times	<p>Summer Stage Week 2 Days: Monday 12 August – Friday 16 August Time required: 9.30am – 4.30pm Workshops runs: 10am – 3.45pm</p>

Reporting to: Creative Learning Manager, Heather Newstead

Purpose of Role: To support the administration of **Summer Stage**

Please note, that you must be aged 18 or over to apply for this position.

Person Specification:

Essential

The candidate should:

- Be highly organised with strong administrative skills and attention to detail
- Have a strong level of English, articulate with good communication skills
- Be flexible, pro-active, creative and able to use initiative
- Be willing to get stuck in and able to work well under pressure - being responsive to what is needed in the moment
- Be confident in speaking to a variety of people, such as workshop practitioners, volunteers, box office staff, participants and their families
- Be able to work both independently as well as enjoy working as a member of a small team
- Be proficient in Microsoft Word, Excel, Google docs/sheets/forms
- Be trustworthy, as you may need to deal with confidential information and will be expected to maintain UK General Data Protection Regulation (GDPR) practices
- Adhere to all Health and Safety guidelines within different settings
- Have good internet access for working from home

Desirable

- Experience of participating in youth theatre or arts activities in youth group /community settings
- Confident in speaking on the phone
- Interest in arts education and outreach
- Basic safeguarding training
- Have an enhanced DBS or be willing to get one through GLTP

Duties and Responsibilities

Pre-workshops, your role is to support the preparation of the Summer Stage programme which will include, but is not limited to:

- Preparing sign-in sheets, contact sheets, name labels, signs etc.
- Organising lunch orders (including dietary requirements)
- Collating packs/information for workshop practitioners/volunteers/participants
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During workshops, your role is to support the Programme Manager in the efficient running of the programme, which will include, but is not limited to:

- Supporting to move resources from the Go Live office and workshop venue (by foot)
- Running the participant registration process each morning
- Supporting audience attendees for the informal sharing/performance and be a point of information for families
- Gathering and recording feedback from participants for social media posts and/or evaluative purposes
- Supporting the Programme Manager with the chaperoning of the theatre visit and to nearby stations pre and post workshops
- Gathering and recording feedback from participants with the marketing team/GLTP Programme Manager for social media posts and evaluative purposes
- Supporting the Programme Manager in whatever way they require

Following the series of workshops:

- Transcribing interviews for evaluative purposes
- Compiling a draft report
- Monitoring survey responses
- Returning resources
- Identifying suggestions for improving next year's **Summer Stage** programme
- Completing self-appraisal and exit interview
- Optional, write a blog post/interview on your experience

Placement availability:

We hope the successful candidate would start on Wednesday 3 July. Working dates will be agreed with the successful candidate.

Please only apply if you can commit fully to the stated below.

Terms and Conditions

Hours: One hour lunch-break for full 8 hour days.

Normal office hours: 9am - 5pm, but we can be flexible. However, please arrange contact time with Heather. There may be requirements to be available outside of the stated office hours during the workshop weeks.

Lunch: During the two workshop weeks, you will be offered a sandwich lunch consisting of a sandwich/wrap, crisps/snack, a piece of fruit and a drink. If you would prefer to bring your own lunch for part, or all of the week, please let us know in advance.

Travel: Your travel costs to and from the office/workshop venue (within London) will be reimbursed upon provision of receipts/screenshots.

Locations:

- Workshop venue: St Anne's Church Soho, 55 Dean St, London W1D 6AF
- GLTP office: 8-10 Grosvenor Gardens, Victoria, SW1W 0DH
- Theatre venues: TBC
- Meetings and any preparation to be delivered in a hybrid manner of working in the office and remotely/from home

Applications

Please send a current CV with a cover letter (2 sides of A4 maximum) explaining your suitability for the role and how this opportunity will develop you with the subject line Summer Stage Admin Assistant Application to:

Heather Newstead at hello@golivetheatre.org.uk by Monday 24 June 10am

We can also accept video applications outlining the same information as above.

Short-listed candidates will be invited to a short online interview on **Thursday 27 or Friday 28 June** you will be notified on **Monday 24 June** if you have been successful in securing an interview.

Please complete our [Equality Monitoring form](#).

For any queries please contact Heather Newstead on heather@golivetheatre.org.uk

For further information about Go Live Theatre Projects, please visit our website: <https://golivetheatre.org.uk/>