

COMMON WEALTH, APPRENTICESHIP

Job Title: Events Assistant Apprentice (Depends on the college course)

Responsible to: Co-Artistic Director/ Producer

Fee: Minimum wage, £3.90 an hour, apprenticeship wage

Working Hours: 30 hours per week. Flexible hours. The job will include evening and weekend work.

Duration: 18 months

Background to the role: Common Wealth are looking for two Apprentices in Bradford to start in September 2019. The Apprentices will work closely alongside the Bradford Artistic Director and Bradford Producer and coordinate our artistic programme at Speakers Corner, tracking and developing how the involvement of members feeds into the events and any ideas for future events. Apprentices will also support with ground level running of shows such as front of house, social media marketing, supporting the Bradford Producer and shadowing the Stage Manager, Artistic Directors, Bradford Producer.

Job Description:

- Work closely with the Co-Artistic Director and Bradford Producer to conceive, develop and deliver a programme of events at Speakers Corner
- Collaborate with other local young people to ensure events are relevant to the concerns and passions of other young people in Bradford
- Support in the promotion of events to encourage young people and community members to join Speakers Corner and to experience Common Wealth shows as audience and participants
- Assist on theatre productions with Front of House and Social Media promotion
- Work with Common Wealth and the local community to maintain existing strategical relationships and develop new relationships.
- Maintain and update various office records and databases
- Monitor and track expenditure within agreed budgets
- Attend sharings, previews, press nights and other Common Wealth events as required;
- Attend regular support meetings
- Represent Common Wealth as required (at meetings, conferences, etc)
- Adhere to, and actively contribute to, Common Wealth policies
- Any other duties as reasonably required

Requirements and prospects

Desired skills:

- Computer literacy is essential

- Highly organised
- Ability to prioritise work loads
- Work to deadlines

Person Specification

- A desire for social change
- An informed interest in the work of Common Wealth and a commitment to our vision and core values
- Passion for young people in Bradford
- Excellent communication skills and the ability to develop relationships
- Ability to work as part of team, to work fast and effectively under pressure and to tight deadlines
- Good understanding of social media
- Excellent IT and computer skills

Desired qualifications

Grades A-C in maths and English (or equivalent) is desirable, however not essential for the role.

Future prospects

Excellent opportunity to gain full time employment, once completion of the apprenticeship programme. An interest in exploring a future career in the creative industries and an openness to trialling new pathways is desirable.

About the employer

Common Wealth are an award winning site-specific theatre company making theatre that encompasses electronic sound, new writing, visual design and verbatim. We make theatre that is political and feels, looks and sounds like contemporary Britain.

Common Wealth are based in Bradford and Cardiff and make work that tours across the UK and internationally. We are passionate about bringing together leading arts professionals to work on a creative process with people new to the arts and theatre. To date we have worked with, among others, steelworkers, Muslim female boxers, survivors of domestic abuse, people experiencing long-term unemployment and young people from around the world. Recent productions include *We're Still Here* (National Theatre Wales), *No Guts, No Heart, No Glory*, (Scotsman Fringe First Award / Live from TVC on BBC4), *Our Glass House*, (Amnesty Freedom of Expression Award)

"Common Wealth will be changing the way we look at the world for years to come" John McGrath, Artistic Director, Manchester International Festival

Employer: Common Wealth

www.commonwealththeatre.co.uk

Address: Common Wealth, Bread & Roses, 14 North Parade, Bradford, BD1 3HT

Training provider

- Full level 2 training to be provided
- Functional skills, maths and English, wherever needed
- In house training from the employer

Apprenticeship framework: Events Assistant

Training provider: Leeds City College

Contact: