

PROGRAMME ASSISTANT

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ABOUT US

The Marlborough Theatre are on the hunt for a Programme Assistant to support the running of our theatre in the heart of Brighton. The role will provide administrative support for the collective of producers across all projects. This post is offered as part of the Weston Jerwood Creative Bursaries Programme

Programme Assistant

12 months fixed term contract

Full time – 37.5 hours per week (with potential continuation of the role beyond 12 months, subject to funding)

£17,095 per annum

Based in Brighton

Application Deadline: Friday 1st December, midday

Interviews: Monday 11th December

Preferable starting date: 8th January 2018

The Marlborough Theatre are on the hunt for a Programme Assistant to support the running of our theatre in the heart of Brighton. The role will provide administrative support for the collective of producers across all projects. This post is offered as part of the Weston Jerwood Creative Bursaries Programme, aimed specifically at recent graduates from low-income backgrounds looking to start a career in the arts.

Essential criteria

This position is open to those who meet the following criteria:

- Have graduated from a first degree (BA or equivalent) within the past two years (i.e. in 2015, 2016 or 2017 (no minimum grade required)
- Have received a full maintenance grant during the full period of their course and be able to verify it with the necessary paperwork
- Be a full-time UK resident

Please ensure that you meet these criteria before applying for this position.

More details about the criteria can be found in the programme's Eligibility FAQs.

You can find full details of this national programme and other opportunities available across the UK [here](#).

The Programme Assistant will work across all projects at The Marlborough Theatre. The successful candidate will support the team in the following ways:

Brighton Fringe

- arrangement of contracts and invoices
- assisting on the creation of marketing materials including press releases
- creation of content for social media campaign

Public Programme

- artist liaison
- contracting
- creating box office settlements
- booking travel
- conducting evaluations
- programme research
- coordinating the theatre diary including the rolling artist residency scheme

Production Support

- sourcing tech specs
- coordinating get ins for performances
- setting up the theatre

Office Support

- day-to-day admin
- answering the phone
- minuting meetings
- re-ordering stationery and office supplies.

This position includes professional development support:

- 5 x half day mentoring sessions with a board member
- access to a minimum of 3 national arts festivals accompanied by a member of the producing collective
- a trip with other placement participants to an international festival, and the opportunity to apply for a short international placement

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Salary

The post is offered at a salary of £17,095 on a fixed term contract of one year.

The successful candidate will work 37.5 hours per week with 25 days leave plus statutory bank holidays. The nature of the position means that the post holder will be required to work some evenings and weekends; this will typically be 1 evening a week. The candidate will work at the Marlborough Theatre office in central Brighton.

There is potential for an extension of this contract, dependent on funding.

Positive Action

Positive action refers to a range of measures and initiatives that employers can lawfully take to actively encourage individuals from underrepresented groups to apply. The selection procedure itself is no different, and is based solely on merit.

Due to the nature of the work we do, we welcome applications from LGBTQ+ people.

We particularly welcome applicants from an ethnic minority, as they are under-represented within the organisation.

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to attend interview please contact abby@marlboroughtheatre.org.uk

Expression of Interest

Please send us an expression of interest, in the form of **one** of the following:

- 1 A4 page of writing
- 5 minute MP4 video
- 5 minute MP3 audio recording

Please tell us about yourself, what attracts you to this role, why you think you'd be good at it, and what appeals about working at The Marlborough Theatre. Whilst we value any work experience you've had, it is not essential for this role. We're interested in finding out more about you. We are looking for someone who doesn't mind getting their hands dirty, can bring a brilliant attitude to everything they do and is committed to supporting LGBTQ+ arts.

Mandatory Supporting Documents

All applicants must be able to provide scanned copies of BOTH of the following with their application:

1) Proof of having graduated not earlier than 2015 from a first degree (BA or equivalent) – it doesn't matter what the subject was, or which grade was achieved, but proof of graduation in this time frame must be submitted with the application.

AND

2) A Student Finance Breakdown letter for each of the university years of study showing that applicants received a full grant for each year of study (minimum 3 years)

We will also accept three alternatives to the Full Maintenance Grant, but these must be evidenced with official documentation:

1) A Welsh Government Learning Grant (used to be called Assembly Learning Grant): the equivalent of a Maintenance Grant for Welsh students.

2) A Young Student's Bursary or Independent Student's Bursary: this is the equivalent of a Maintenance Grant for Scottish students.

3) A Special Support Grant: this replaces the Maintenance Grant for students who can claim income-related benefits. Student can get either type of grant but not both together, and the value is the same.

No other documents will be eligible so please ensure that you meet the criteria before applying. Further details of eligibility can be found on the Jerwood Charitable Foundation website.

Weston Jerwood Creative Bursaries Survey Code

All applicants must complete a brief and anonymous survey questionnaire to be considered for interview. The results will be held by Jerwood Charitable Foundation and will not be shared with the organisation you have applied to and will not be used in assessing your application.

<https://www.surveymonkey.co.uk/r/JerwoodCharitableFoundationApplicants>

You will be given a code on completion of the survey - you will need to include this in your application. You will be required to take part in an evaluation which is conducted by the Weston Jerwood Creative Bursaries programme.

How To Apply

Please send the following to abby@marlboroughtheatre.org.uk with the title Programme Assistant Application

1. Expression of interest (written, video or audio)

2. Proof of your year of graduation

3. Student Finance Breakdown letters for each year at university: the breakdown must include a figure for your Maintenance Grant for each year

4. Weston Jerwood Creative Bursaries Survey Code

Applications that do not include all 4 items will not be considered

‘A refuge for cutting-edge performance’

THE GUARDIAN

The Marlborough Theatre is a pioneering arts organisation that seeks to advance equality for people sharing different protected characteristics by producing LGBTQ+ theatre in the UK. We have an 8-year track record of developing and presenting exceptional work made by LGBTQ+ artists, with a specific interest in work that explores the intersection between queer, BAME and transgender perspectives. We specialise in the unusual, the unexpected and seek out work that has something to say about contemporary life. The Marlborough Pub and Theatre is a member of Live Art UK the national network of live Art promoters.

www.marlboroughtheatre.org.uk

Weston Jerwood Creative Bursaries programme provides talent development opportunities for recent graduates from low-income backgrounds. Through it, Jerwood Charitable Foundation and its partners seek to change the socio-economic barriers that skilled graduates entering the arts workplace are facing. The programme provides paid entry-level placements at leading UK arts organisations, supported by a structured programme of ambitious professional development and peer mentoring.

<http://www.jerwoodcharitablefoundation.org/projects/weston-jerwood-creative-bursaries-2017-19/>