

JOB DESCRIPTION

Job title

Production & Training Programmes Coordinator

Reporting to

Creative Director

Contract type

Full time, permanent

Background Information

London Children's Ballet aims to inspire the pursuit of excellence and change lives through dance. For over 20 years, London Children's Ballet (LCB) has been a leading dance charity in the UK. It is both a performance company and a registered charity, producing and staging new ballets in London's West End and running outreach work throughout the year in primary schools and disadvantaged communities. LCB offers extensive training and performance opportunities for free to talented children from all backgrounds, and unique exposure and experience for emerging choreographers, designers and composers. The charity provides access to productions and free dance experience for those who cannot afford it, and takes ballet into community for those who are physically unable to attend the theatre. Three touring companies perform for special needs schools, care homes and residential centres, and roughly 10,000 individuals are touched by the charity's work each year.

The Role

This is an excellent opportunity for someone early in their career interested in working in arts administration or company management. LCB is looking for someone who is naturally organised and efficient, with good communication skills and an interest in working at the heart of LCB's small team that together deliver stunning annual West End productions and associated dance training and educational programmes. This role offers the right candidate the chance to engage in an administrative capacity directly with LCB's large company of dancers as well as our teams of professional creative designers, choreographers, composers and musicians.

Key responsibilities:

- Supporting the Artistic Director and Creative Director throughout the year in an administrative capacity to coordinate core aspects of LCB's annual production.
- Administration, scheduling and liaising with LCB's young company and their parents.
- Processing performance licences for all company dancers.
- Coordinating LCB's training programmes, including Ballet for Boys, the Auditions Masterclass and our two Summer School weeks.
- Limited administrative support to LCB2 Tour director.
- Administration and coordination relating to costumes and props.
- Supporting auditions and rehearsals on occasional Sunday at the studios, and working days and evenings during the main production week at the theatre each Spring.
- Basic office administration.

Desired qualities / skills

The right candidate will be highly organised and efficient, with strengths in administration and an interest in the arts, potentially but not necessarily with a view to carving a career in arts administration. Excellent, quick IT skills are essential, with familiarity with Microsoft Office programmes.

As the work of LCB is run by a small but dynamic team, we are looking for someone who is willing to work across multiple projects at the same time. The right person will be a problem-solver, with a

can-do attitude and a determination to pull together to 'get the job done'. The right person will need to have the confidence to take responsibility for the administration of their allocated projects and ensure they are completed well and in time.

As this person will also be the first point of contact when people call into LCB, a confident and engaging manner is important.

LCB also produces a lot of written material; it is an important attribute if you can produce accurate copy without mistakes, well presented.

Required skills:

- The ability to produce good, clean written copy without mistakes
- English as a first language.
- Excellent IT skills, which must include Microsoft Word and Excel.
- Proven excellent efficiency and organisation.
- A confident and personable manner.
- Confidence in problem-solving.

Helpful skills:

- Working knowledge of Powerpoint, Photoshop or other photo editing software, InDesign or ThankQ.
- Good social media skills.
- Event management experience.

Salary

Competitive, and to be agreed dependent on experience.

Application deadline

21st October 2016 or asap

Start date

Asap

How to apply

Applications including a cover email, CV and two references should be addressed to Zoe Vickerman and emailed to hr@londonchildrensballet.com on or before 21st October 2016.