



## Kickstart – Company Assistant

### Job Summary

To assist and support the Rehearsal Director in ensuring the smooth running of our creation spaces and rehearsal activity. To be the key point of contact between the artistic and office teams and support delivery of our wide programme.

Subject to our turnover and funding situation we are looking into ways to make this role a permanent position if resources allow. We will be an excellent reference to draw on if we are unable to offer employment ourselves as we have a strong reputation in the sector.

### Main responsibilities

The main responsibilities will be to ensure the rehearsal spaces are clean, set up and ready for rehearsals and liaise with the Rehearsal Director to manage sets, props and other requirements to ensure efficient rehearsals of our wide repertoire of productions. This person will be very involved in our creative activities at our rehearsal space.

### Core duties

The Company Assistant will work closely with the Rehearsal director to ensure our wide programme can be delivered efficiently. They will sweep and clean dance floors, lay out props, load and unload vans with the tech crew, sort and manage costumes – including liaising with costume designers and makers as needed. They will look after our directory of music and digital scores for our touring productions, operating these when needed for rehearsals, and act as a runner for the artistic and technical teams, supporting all aspects of the artistic process and delivery. They will support our communications team in the delivery of livestreams and open rehearsals from our creation space, help with the loading and unloading of production infrastructure between rehearsals and touring vehicles, act as the point of contact between the Comms team and Touring team and co-ordinate Front of House merchandise boxes with the Audience Development team ensuring programmes and merchandise is out at venues with our shows. They will also support our programme of open rehearsals and events and support the company on tour as required.

### General duties

- Carry out any other tasks as appropriate in line with the Company's overall business objectives as allocated by the Rehearsal Director.
- Attend meetings and complete training as necessary.
- Evening and weekend work will be required occasionally.
- All staff are expected to promote and ensure the implementation of the equal opportunities policies of Motionhouse and to respect data protection laws.

## Skills needed

- Excellent communication
- Ability to work independently and as a team
- Ability to prioritise a varied workload
- Hard worker who is happy to work physically when required
- Basic digital skills and knowledge
- Interested in the arts.
- Interested in kick starting a career in the arts industry
- Interested in what goes on behind the scenes in an arts organisation
- Able to communicate enthusiastically and clearly with a wide range of people
- Organised, good attention to detail, punctual and reliable
- Confident and able to contribute your own ideas within a team

## Further information

**Hourly rate:** National minimum wage

**Working hours:** 25 hours per week Monday to Friday

To apply for this job you must be claiming Universal Credit and 16 – 24 years old.

## Additional employability support

Motionhouse will provide the Kickstart Placement with a mentor to provide ongoing support to effectively integrate them into the culture of the company and help them understand the professional standards we work to. They will receive external employability support from Creative Alliance who will help them produce a new CV and portfolio so they can compete for positions after their six months on the Kickstart scheme. Once we have appointed our Placement, we will look at which of the Digital Skills for Business courses, coding and web design, digital content production, design and digital marketing, best meets their development needs and they will attend that level 3 certified 60-hour tutor led course provided by Creative Alliance. Creative Alliance will provide us with £250 of the grant the Placement receives to assess any additional support needs they may have such a laptop, additional training or support needs.

**To apply today visit:** <https://findajob.dwp.gov.uk/details/7401251>

**Closing date for applications:** Tuesday 7 December 2021