

Role Outline: HR Department Placement

Responsible to:	HR Projects Coordinator
Liases with:	Apprenticeship Manager, Step Change Coordinator, HR Advisors, HR Assistants, Deputy Director of HR, Director of HR, Heads of Department, Supervisors, Administrators
Guidance from:	Training & Development Coordinator, Apprenticeship Manager, Step Change Coordinator, HR Advisors, HR Assistants

The National Theatre

The National Theatre is central to the creative life of the country. In its three theatres on the South Bank in London it presents up to 25 new shows a year and productions also play in the West End and on tour. It broadcasts to cinemas worldwide through National Theatre Live, streams plays free to UK schools and produces a wealth of digital content about theatre.

Through an extensive programme of amplifying activities – platform performances, backstage tours, publications, exhibitions and outdoor events – it recognises that theatre doesn't begin and end with the rise and fall of the curtain.

The HR Department

The HR Department helps the National to create value through its people by developing long-term strategies for growth and development. They deal with all staff-related matters including writing policies and procedures and communicating them to staff and managers, recruitment and selection, absence management, performance management, diversity and inclusion, pay and benefits, welfare and training and development. They also deal with legal issues, help to shape the culture of their organisation, and focus on what keeps staff productive and engaged.

The Placement

HR placements are usually 2 weeks long, and provide experience in arts administration and project work, often around the running of the placement programme and staff training and development. Placement hours are usually 10am-6pm, Monday to Friday, though flexible working is possible.

Likely Tasks

1. Assist the HR Projects Coordinator with the smooth running of the NT's work placement programme.
 - o Carry out research as required
 - o Making contacts with organisations who could benefit from access to placements
 - o Updating records on placement applications and responding to applicants.
 - o Assisting with set up of placement interviews; attending interviews
 - o Undertake simple administrative tasks as required

2. Assist the Apprenticeship Manager and Step Change Coordinator with the smooth running of the NT's Apprentice and Step Change programme
 - Creation of recruitment advertisements
 - Development of surveys to monitor feedback/pathways of alumni
 - Assisting with recruitment days
 - Basic administrative tasks as required
3. Assist in the day to day maintenance of the HR Office:
 - Assist in maintaining stationery supplies including IT consumables
 - Assist in general office housekeeping, including filing or scanning
 - Attend departmental weekly meetings.

Person Specification

1. Excellent communicator with aspiration for a career in Arts Administration or Management.
2. Good organiser with ability to manage and prioritise a demanding task list and be comfortable answering to several project leaders at the same time.
3. The ability to demonstrate a high level of initiative, attention to detail and thoroughness.
4. Resilient and with the ability to demonstrate and communicate enthusiasm.
5. Exceptional track record in reliability and punctuality.
6. Demonstrably enthusiastic, energetic and proactive in carrying out all tasks.
7. Confident in time management skills.

Ideal Preparatory Qualifications & Experience

1. Should have an interest in theatre, preferably in arts administration.
2. Basic computer literacy.
3. Some office experience or customer service experience useful but not essential.

**Applications should be made via the question sheet available on <https://www.nationaltheatre.org.uk/about-the-national-theatre/careers/work-placements>
All question sheets should be submitted to workplacements@nationaltheatre.org.uk**