Role Outline: Learning Department Placement

Responsible to: Young Peoples Programme Manager
Liaises with: Young People’s Programme Coordinator
Guidance from: Workforce Development Coordinator

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 30 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 Learning Department

NT Learning gives everyone the chance to discover new skills and experience the excitement of theatre, through inspiring projects at the National Theatre, in schools and with people of all ages across the UK.

The Placement

Week beginning 3rd February – 2 days for induction and training
Week beginning 10th February – 3 Days
Week beginning 17th February – 5 days (delivery week)

Placement hours are usually 10am-5pm, Monday to Friday, though flexible working is possible.

The placement will work with different members of the learning team with a particular focus on the range of offers available through the department. The events you will be involved in may include:

Young People’s Producing Course
Family half term workshops
Primary and Secondary School’s Make Theatre day
Drama Teacher Conference

This is an opportunity for someone who is interested in developing their understanding of learning initiatives in a busy Learning department. Your role may include; administrative support and research tasks, gathering materials and supporting in workshops, attending meetings and planning sessions with the Young People’s Programme team. You will also
get an insight into the wider planning and project management duties when producing work in a Theatre setting.

**Likely Tasks**

This placement will create opportunities to learn about:

- The NT Learning programme – content and ethos.
- Workshop facilitation (through observation)
- Planning and project management.
- Artist liaison/support during projects.
- Arts administration and research

**Person Specification**

1. Aspiration for a career in Participatory art and/or Arts administration.
2. Interested in developing an understanding of a Learning Department.
3. Passionate about participatory arts and/or creative education.
4. Demonstrably enthusiastic, energetic and proactive in carrying out tasks.
5. The ability to demonstrate a high level of initiative and attention to detail.
6. Good organiser with ability to manage and prioritise demanding tasks.

**Ideal Preparatory Qualifications & Experience**

1. Should have an interest in the arts and cultural sector.
2. Basic computer literacy.
3. Some office experience or customer service experience useful but not essential.

Applications should be made via the form available on [https://www.nationaltheatre.org.uk/about-the-national-theatre/careers/workplacements](https://www.nationaltheatre.org.uk/about-the-national-theatre/careers/workplacements)