

Job Description**Arts Management Trainee**

London Children's Ballet is a performance company and charity that uses dance to inspire audiences and change lives. The company is known for producing sell-out original West End ballet productions with an all-child cast. Throughout the year, the charity also runs extensive dance outreach programmes in primary schools, special educational needs schools and care homes.

Job Title: Arts Management Trainee

Job Type: 3-month fixed term contract

Salary: £16,000 per annum, pro rata

For immediate start, we are looking for a bright and personable candidate with a good academic track record, interested in gaining broad experience in arts management. The three-month contract covers the company's most exciting time, which includes its West End run at the theatre in July, a busy summer school, primary school outreach workshop programmes and more.

The Arts Management Trainee will gain experience of dance programme coordination, outreach programme coordination, PR, marketing, fundraising, social media management, data management and digital development within an arts charity environment.

The successful candidate will have:

- Excellent communication skills, both written and spoken, and a confident telephone manner;
- Excellent attention to detail, and be able to write or edit a document to a high level of accuracy;
- A strong interest in working in the arts, and an appreciation for the mission of LCB;
- A positive attitude to a varied workload, as the position will include both basic administrative tasks as well as accountability for more complex projects ;
- Good social media skills and a creative flair for planning interesting and appropriate posts;
- Excellent organisational skills and efficiency.

LCB's offices are based in Ladbroke Grove, London, W10.

Desirable additional skills:

- Working knowledge of Adobe Photoshop or Indesign
- Working knowledge of thankQ CRM system or other fundraising systems
- Video editing skills

TO APPLY

Please send your CV and covering email or letter addressed to Zoe Vickerman (zoe@londonchildrensballet.com) by midnight on Monday 6th May 2019. If you have any questions, please call the LCB office during office hours on 020 8969 1555.

Application deadline: Monday 6th May 2019

Start date: ASAP

www.londonchildrensballet.com



LONDON CHILDREN'S BALLET