

Could this be your first job as you launch your career as an Events Manager?

Overview

The Albany is offering a unique opportunity to gain experience of managing events in a professional theatre environment. If you do well it could grow into a permanent role. If you are an exceptional candidate, we might offer a job from the outset!

What are the key dates?

- Closing date: Friday June 11th, 2021
- Interviews to be held early in the week beginning June 14th, 2021
- The internship runs for 6 months – start date to be agreed
- Rate of pay starts at the age-related minimum wage (<https://www.gov.uk/national-minimum-wage-rates>)
- 37.5 hours a week

Who do I contact?

For more information and to apply, please contact Flora Shanks, Albany Theatre Events Coordinator – flora.shanks@albanytheatre.co.uk

Can you outline the role?

You will bring some skills and knowledge to your work – the more the better – and as your skills and knowledge grow, you will be expected to take on an increasing range of responsibilities. We expect that before the end of your internship you will take charge of events from enquiry, through the bookings and planning processes, to successful delivery and positive feedback.

You will learn how a theatre operates efficiently and effectively, but we'd like you to have some of your own ideas to bring to the table. You will learn excellent customer service skills at a unique theatre located in the centre of a city where the Arts are growing in importance – we are launching important development work that will transform The Albany and of course we are heavily involved in Coventry's year as City of Culture!

The Albany employs a small team of paid staff and relies on a large team of volunteers; you will form key relationships with many of them. Please note that a role in a theatre involves work during evenings, weekends and bank holidays.

What are we looking for?

In this important role, you will:

- be an active, effective, flexible and proactive member of the Albany Theatre team
- work within and promote safe working practices at all time
- support the efficient administration of events at the theatre meeting deadlines set by managers

- work with our volunteer front of house staff supporting all aspects of live events
- not be afraid to ask for support and guidance when you need it
- contribute to the general running of the theatre and support colleagues as and when required

What are the key skills you are looking for in the successful candidate?

- a commitment to uphold our values (see <https://www.albanytheatre.co.uk/our-vision-arts-for-life>)
- a confident, outgoing manner – a “people-person”
- excellent communication skills, both face to face and on the phone
- honesty, reliability, self-motivation and politeness
- good literacy and numeracy skills
- the ability to work quickly and efficiently to meet deadlines with minimal supervision as their skills and knowledge develop
- great flexibility with a “can do, will do, have done” attitude

This is a fantastic opportunity for a highly motivated, ambitious person to make a great start to their career in events management – and to make a significant contribution to this important phase of The Albany's development.

The Albany Theatre Trust is an equal opportunities employer. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age and in particular we encourage applications from members of groups in our community that are not well represented in arts administration.

We look forward to hearing from you.
