



# Creative Learning Internship



Putney Arts Theatre, Ravenna Road, SW15 6AW | [www.g64.org.uk](http://www.g64.org.uk) |  
[www.putneyartstheatre.org.uk](http://www.putneyartstheatre.org.uk) | 020 8788 6935 | Registered Charity No. 1157481

## About Group 64 Theatre for Young People

Group 64 Theatre for Young People (G64) is an inclusive young people's theatre company resident at Putney Arts Theatre. We focus on empowering young people and ensuring their voices are valued and heard, through a creative and safe environment. We work with young people ages 4-19.

We make theatre for and by young people. Over 200 young people take part in our youth theatre on a weekly basis. We run weekly theatre classes and holiday projects for children and young people, and opportunities to be involved in performance, directing and aspects of technical theatre.

We also have an education department, which works regularly with local schools, through enhancing their curriculum and inviting their children and young people to perform on our stage.

Our emphasis is on creative engagement and sparking the imagination, whilst developing theatre making and performance skills, both onstage and off. Our young people are an important part of the development of the company through a youth committee and our young directors programme.

We are dedicated to reaching and providing opportunities for children who have little access to the arts by offering free and assisted places. We regularly apply for funding so we are able to offer education projects to schools in areas of deprivation. We have also created an environment where children who have additional needs are able to access all our programmes.

Much of our work is focused around positive mental health and this will continue to be reflected in all our work going forward.

This is a challenging and exciting time to join our team, we are in the process of developing and changing at a fast pace to ensure we meet the needs of all young people.

Please visit [www.g64.org.uk](http://www.g64.org.uk) for more information about Group 64 as a company.

# Job Description

<b>Job Title</b>	<b>Creative Learning Intern</b>
<b>Reports to</b>	<b>Creative Learning Director and Company Director</b>
<b>Terms of contract</b>	<b>10 hours per week, the hours are flexible, but will be mostly late afternoon, evenings and weekends.</b>
<b>Salary</b>	<b>£10 per hour</b>
<b>Probation period</b>	<b>1 month</b>
<b>Notice Period</b>	<b>2 weeks</b>
<b>Fixed Contract</b>	<b>January 2024 - 31st August 2024</b>
<b>Location</b>	<b>Putney Arts Theatre, Ravenna Road, Putney, SW15 6AW</b>
<b>Age</b>	<b>18-21 year olds</b>
<b>Specification</b>	<b>We would specifically like to encourage applications of young people from a low income background or those facing disadvantage. whether this is due to mental health, neuro diversity or something else that makes entering the creative work force challenging.</b>

## Overview

The Creative Learning Intern will work alongside the Creative Learning Director to deliver a range of activities for Group 64 Theatre for Young People. This will include planning and assisting of youth theatre classes, planning and assisting of holiday projects, supporting on productions, membership administration, social media and marketing

## Key Responsibilities

- Membership Administration – administering Group 64 new member applications.
- Group 64 Administration – providing administrative support for staff, including maintain databases
- Marketing and Social Media – learning to market Group 64 classes and holiday projects, planning and scheduling social media output.
- Performance support – building and painting sets, sourcing props, preparing costume lists.
- Directing - Assistant directing on mainstage shows.
- Education Programme – supporting our education output, collating evaluation feedback.
- Class Assisting – assisting with our education program and weekly classes.

## Person Specification

<b>Our Ideal candidate would have the following qualities</b>	<b>Throughout the internship the successful candidate will gain skills in the following areas -</b>
Imagination, initiative, flexibility and creativity.	Drama class workshop delivery
Good communication and interpersonal skills	Administration
Planning and time management skills	Social media
Good written English	Marketing
IT and digitally-literate	Production skills - lighting/set building
Ability to work alone or as part of a team	Assistant Directing

# Application Process

We would specifically like to encourage applications of young people from a low income background or those facing disadvantage.

We want everyone who believes they meet the person specification to feel comfortable and confident applying for this role. We are committed to equality of opportunity for all staff and welcome applications from all individuals regardless of disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

It is our responsibility to make the application process accessible - if you require this pack in a different format or if you would like to apply in a different way, please email Nicola Sterry on [Nicola@g64.org.uk](mailto:Nicola@g64.org.uk)

## Applying

Please apply by submitting either

- your CV and a cover letter (maximum 1 A4 page) setting out how you meet the person specification. .
- or an equivalent video (no longer than 2 mins)

by **12 noon on Friday 15th December** to [nicola@g64.org.uk](mailto:nicola@g64.org.uk). We would also like an equal opportunities form to be completed which can be found [here](#).

## Interview Process

We will contact you to let you know that we have received your application and then again by Monday 18th December to let you know if you have been shortlisted or not.

If you would like to know the interview questions in advance then we can send these to you, as well as who is on the interview panel.

If you have any questions then please do not hesitate to get in contact with us.

## Key Dates

Application Deadline: Friday 15th December

Interviews : Week of 8th January

Start Date: Flexible