

Arts Management Internship

London Children's Ballet is an exciting performance company and charity that uses dance to inspire children and change lives. The company stages original West End productions with an all-child cast each year, and runs extensive dance outreach programmes in primary schools, special educational needs schools and care homes.

For immediate start, we are looking for a bright and personable individual interested in gaining broad experience in the arts. The internship will offer experience in programme administration, communications, events, fundraising, office management and more. Through this placement, you will gain exposure to all aspects of running an arts company. In the coming three months, an intern would participate in the administration and coordination of auditions, marketing strategies and mailings, office administration and fundraising events support.

ABOUT THE ROLE

The work of LCB is varied and no two days are the same. In a supporting role, the intern may be working on some or all of the following:

- **Programme and Auditions** administration
- **Communications** (assist with mailings and newsletters)
- **PR** (helping us to place stories to promote our annual production)
- **Advertising** (helping us to sell advertisements in our theatre programme)
- **Fundraising support** (prospect research)
- **Event Coordination** (assistance with key events)
- **Administration** (office skills)

This placement can fit around study requirements and other commitments.

This is a voluntary internship, and LCB will pay £100 a week towards expenses.

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

PERSON SPECIFICATION

We are looking for someone who is efficient, organised and personable. You should be interested in the arts, and dance in particular, and no specialist knowledge is required. It is especially important that you have excellent writing skills and a confident phone manner, and as we are a small team we are also looking for people who are creative thinkers and problem solvers.

Essential

- Excellent written and spoken communication
- Thorough, efficient and good attention to detail
- Good working knowledge of Microsoft Office programmes, especially Word and Excel
- Interest in the arts and the mission of LCB

Desirable

- Working knowledge of Adobe Photoshop or Indesign
- Interest in theatre or dance

TO APPLY

Please send your CV and covering letter addressed to Zoe Vickerman (hr@londonchildrensballet.com).

If you have any questions, please call the LCB office on 020 8969 1555.

Application deadline: ASAP