

THE CIRCUS SPACE

Job Description: Artist and Company Development Intern

Responsible to:	Artist and Company Development Manager
Salary:	N/A - This is a training position. Daily lunch and travel expenses will be reimbursed upon proof of receipt
Hours of work:	24 hours per week
Length of contract:	4 month placement

The Circus Space is a thriving arts venue that has just reached the end of a £1m building project to cater for the rapidly expanding needs of the Circus Arts. The organisation is focused on developing and promoting Circus through vocational training. We run classes for young people and adults, we have the UK's only degree in Circus Arts and we have a department for professional artists - The Artist and Company Development Centre (ACDC). ACDC provides facilities and support to professional circus artists and companies in order for them to train, work, develop and expand their knowledge and skills in circus arts and to provide exceptional networking and performance opportunities. The Circus Space also puts on a varied programme of performances opening Circus to new audiences.

Purpose of the job

To deliver comprehensive support to The Artist and Company Development Centre. This post will assist with the day to day running and administration of the centre as well as developing new systems, recording information and processing data, researching information and professional opportunities and liaising with the artists. The post will also include working across the organisation to give you an insight into how the different departments relate.

This is an exciting opportunity to get involved in The Circus Space's work and learn more about what goes on behind the scenes in a busy central London arts organisation. The post holder will have a passion for the performing arts, a keen interest in circus performance and a commitment to their own personal development. They will be a creative thinker who is able to think on their feet and find solutions to administrative challenges as they arise. They will be strong communicators who enjoy working collaboratively and have a clear willingness to share information.

Responsibilities

- To work closely with the Artist and Company Development Manager to produce the weekly ACDC E-Newsletter
- Develop and manage systems for organising data (both paper and electronic)
- To compile an ACDC Handbook for new members detailing information on the membership package
- To maintain the ACDC notice board and update it regularly
- Updating and filing membership records
- To carry out space audits, monitoring the daily Practice Time space usage of the professionals
- Acquiring and researching information for The Circus Space library and information database
- To do such other duties as may reasonably be requested

Person Specification

Essential

1. Ability to commit to the contract and work in line with The Circus Space policies
2. Excellent organisational skills
3. A relevant degree or equivalent experience in the performing arts
4. Excellent interpersonal skills with an ability to communicate effectively to a wide range of people
5. Good practical knowledge of IT, including Microsoft Word, Excel and Outlook
6. A commitment to Equal Opportunities
7. A desire to learn new skills and develop existing ones
8. Commitment to The Circus Space and support of its aims
9. Willingness to attend training sessions as determined by line manager

Desirable

1. A knowledge of physical performance
2. Experience of developing systems