

Job Title: Studio & Operations Assistant x 2

Are you interested in working alongside various sectors of the creative industries? Would you like to be part of a team operating a busy, creatively focused building? Are you interested in trying out several roles to help settle on a specialism? Joining the team at the Backstage Centre in this varied role would allow you to do all these things and so much more.

Hours	30 hours per week
Wage	Applicable national minimum wage
Location	Purfleet-on-Thames, Essex
Contract Type	Fixed term until September 2022
Application Deadline	23 rd August 2021
Interview Date	Week commencing 30 th August 2021

The Organisation:

The Backstage Centre is a versatile and flexible purpose-built rehearsal and training sound stage and facility in Essex. It is situated in Purfleet's High House Production Park, a cultural industries business zone where the home of the Royal Opera House Set Construction workshops is located alongside a collaborative building with University Centre South Essex's Costume Construction degree programme. Only 11 miles east from London City Airport, it offers a fully equipped space for all types of production and rehearsal from large-scale theatre, dance & opera to arena-scale band rehearsals, TV programmes or advertisements, The Backstage Centre can easily accommodate most production needs.

The Backstage Centre has been designed in consultation with industry experts from some of the world's best theatres and venues to provide a versatile and bespoke production environment.

The Role

The Backstage Centre is offering an exciting opportunity to develop your career in the creative industries. Under the mentorship of the General & Technical Manager and Assistant Studio Operations Manager, in your first few months you will have the opportunity to work across our Technical, Front of House and Admin & Community departments

allowing you to decide which department is the best fit for you and your future career aspirations.

Once you have decided where you would like to be placed, you will then become part of your team of choice for an extended period. All our departments work closely together so your understanding of all roles will continue to grow. You will receive comprehensive training in standard industry technical systems such as lighting and sound desk operation, automated flying, manual flying and safe rigging practices. There may be opportunity for other training such as PASMA and Forklift driving, and you will receive Health & Safety, Manual Handling and other safety training as part of the role.

This role is part-funded and supported by Re:Generation 2031, a Creative Estuary project. [Creative Estuary](#) has a vision to forge a new future founded on creative energy and innovation, along the length of the Thames Estuary. At Creative Estuary our ambition is clear: To transform 60 miles of the Thames Estuary across Essex and Kent into one of the most exciting creative clusters in the world. We're going to do this by developing the places where the creative industries can build a vibrant and prosperous future, enriching communities and strengthening the region.

Re:Generation 2031 is empowering more young people to access creative careers, to champion the next generation of creative talent. The postholder will receive additional support through the Re:Generation 2031 training and mentoring programmes, and time will be allocated to accommodate participation in these activities.

The Re:Generation 2031 team are here to help if you need support applying for this role such as CV writing or preparing for an interview. Please email Project Assistant Alice Heggie at a.heggie@kent.ac.uk for assistance or guidance.

Key Responsibilities

The post holder will be undertaking the following duties

- To work as a team member providing the highest standards of professional provision and support for all building users
- To assist the team in adherence to Health and Safety regulations ensuring all regulations are followed

- To assist with the day-to-day operations of the Backstage Centre's various departments (Technical/FOH/Community) until a specialism is selected
- To liaise with external and internal clients with the upmost respect and professionalism
- Participate in routine operations meetings with the team and with visiting companies as required

If you would like further information about each area you will be working in please contact us using the details at the bottom of this advert.

Person Specification

The following Person Specification is a guide only. You do not need any formal qualifications or to meet every criteria to apply. We welcome applications from people who can demonstrate transferable skills and enthusiasm for the creative industries.

You will also need to undergo an enhanced DBS check for this role.

Skills	Attributes
<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Effective time management skills • Good IT skills • Experience in customer service would be desirable 	<ul style="list-style-type: none"> • Willingness to try new things and learn new skills • Interest in a variety of sectors of the creative industries such as TV, Film, Theatre, Live Events, and Music

Eligibility

Due to the criteria of the funding of this position, to be eligible to apply for this role you must be:

- Aged between 18 and 25 at the time of appointment
- Currently residing in one of the following districts of South Essex or North Kent:
Basildon, Canterbury, Castle Point, Dartford, Gravesham, Medway, Southend, Swale, Thanet or Thurrock.
- Not currently in employment in a role within the creative industries.
- Not in full-time education or training at the point the work commences.

How to apply

To apply please submit either a CV and covering letter or a video/audio recording to the email address below, outlining what you would bring to this role and how you meet some or all of the criteria outlined above.

For more information about this role and to apply please contact:
info@thebackstagecentre.com

The Re:Generation 2031 team are also available if you need any support applying for this role, such as writing a CV or preparing for an interview. Please email Project Assistant Alice Heggie at a.heggie@kent.ac.uk for more assistance or guidance.

Creative Estuary is supported by the Department for Digital, Culture, Media and Sport's Cultural Development Fund which is administered by Arts Council England.