



Producing Internship - Person specification

This part time position is ideal for someone interested in arts administration and/or theatre producing, as part of or alongside a full-time higher education course.

You'll be answering phones and responding to enquiries, helping out with the researching for and marketing of shows, and researching and booking travel and accommodation for touring shows, editing the Fuel website, using social media resources, along with other office tasks.

You'll be working closely with Fuel's Producers and Project Managers and learning through practical, on-the-job experience. You will learn how a busy producing office works and get involved with a variety of projects by different artists.

Essential

- A passion for theatre and the arts
- Openness to new ideas and new ways of working
- The ability to work with people from a variety of walks of life and levels of authority
- Proficiency in Microsoft Office and in using the internet
- A high standard of organisation and efficiency
- Excellent communication skills, both written and spoken
- The ability to represent Fuel to a high standard externally
- A good telephone manner in order to answer phones and respond to general enquiries
- Ability to prioritise and work to strict deadlines
- Good attention to detail
- Flexibility, commitment and an ability to multi-task
- Enthusiasm for assisting Fuel staff on specific projects and in the running of Fuel
- A sense of humour!

Desired

- Some marketing and research experience for assisting with Fuel projects
- Experience of working in an office environment, booking travel and accommodation and organising meetings
- Proficiency in Microsoft Access, Dreamweaver and Photoshop

The internship is fixed term for 3 months. The Fuel office base is at Somerset House, however your duties will require travel around London and occasionally further afield.

The role is 2/3 days per week and core office hours are 10am-6pm.

Some evening work may be required. Fuel operates a Time Off In Lieu system.

This is an unpaid position and is offered as a fulfilment of a relevant higher education course. Fuel will cover up to £26 per week in travel costs to and from the Fuel base, and other pre-agreed work related travel.

Application is by CV and cover letter detailing your suitability for the role. Please send to Operations and Finance Administrator Anna Williams, at anna@fueltheatre.com by 20th December 2018

Director • Kate McGrath

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