



## Job Description: Community Access Traineeship

### Key Information

Responsible to	Matty Green, Outreach Assistant
Key relationships	Outreach Director, Outreach Team, Freelance Facilitators, Marketing team, Marketing Director
Contract	9-months
Hours	This is a part-time position at 24 hours per week. Some evening and weekend work will be required.
Location	The Watermill Theatre, Bagnor, Newbury, RG20 8AE
Salary	£22,010 FTE pro rata, 9-month contract at £10,707
Benefits	Free onsite parking, discount in restaurant and bar, two complimentary tickets per production (subject to availability).
Pension	Trainees under the age of 22 can choose to opt-in to our pension programme. Trainees aged 22 and over will be automatically enrolled on to the pension programme with the option to opt out if they choose to. Trainees will contribute 5% of their salary to their pensions, this will be matched with another 3% from The Watermill.
Annual leave	5.6 weeks pro rata, including public holidays, pro-rata.

### Overview

This traineeship is part of our Careers in the Arts Project in collaboration with Corn Exchange Newbury. Careers in the Arts provides a programme of opportunities and events to inspire young people in West Berkshire to discover and explore a Career in the Arts.

Our Community Access Traineeship will be based at The Watermill Theatre, predominantly working across the outreach and marketing teams. We are a busy working theatre, delivering a main house programme, one-off events, workshops and family days, as well as running an extensive programme of regular groups, welcoming over 60,000 visitors a year.



Careers in the arts traineeships are a great opportunity for anyone aged 18 to 25 who may or may not have previously considered a career in arts. Previous qualifications and/or experience in this industry is not essential. These opportunities will suit candidates who prefer to learn through experience.

For more information on the Careers in the Arts Project please visit [www.careersinthearts.co.uk](http://www.careersinthearts.co.uk)

### **Main Purpose**

Our Community Access Trainee will work with our team to engage our local community through our outreach and access programme, whilst working with our marketing team to promote, celebrate and increase the number of people accessing this work.

### **Duties and Responsibilities**

#### **Key Responsibilities**

##### **Outreach**

- Assisting youth theatre groups across our programme, supporting young people aged 4 – 12years.
- Supporting wider outreach events at The Watermill including family fun-day events, holiday courses and career insight events.
- Contributing to the wider running of the outreach department through team meetings, training and data collection.
- Supporting administrative elements of the department.

##### **Access**

- Supporting the existing team to deliver access performances by creating performances assets including familiarisation packs, BSL performance pre-show resources and content guidance information for shows.
- Improving experience for audiences on access performances, including supporting Touch Tours for audio described performances, welcoming Relaxed Performances audiences and helping with the smooth running of captioned performances.
- Learning skills in Audio Description and Captioning.
- Researching organisations and channels where we could increase the reach of our access provision.
- Furthering knowledge of delivering accessibility across the organisation. Supporting our regular access groups in an additional assistant capacity.
- Working with the Outreach and Marketing team to support the team to reach new audiences and increase the number of people engaging with access performances and wider programme of events.



## **Marketing**

- Documenting the work of the Outreach department, through photography and film to help promote the programme.
- Communicating with the marketing team to create social media content that celebrates the outreach programme and access work.
- Working with young people who are part of our outreach work to create marketing assets including rehearsal diaries, social media takeovers and behind the scenes insights.
- Supporting the marketing department to create assets in accessible formats.

## **Organisational Commitments:**

- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Undertaking relevant training and development as required.
- Driving change through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity.
- Being accountable for the safety of yourself and others, in line with our Health & Safety Policy.
- Creating a positive working environment, underpinned by the organisation's values.
- Ensuring we are collecting and using data to inform decisions, demonstrate our impact and fulfil our funding conditions.
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).
- Contributing to our environmental sustainability goals.

## **Person Specification**

- Self-motivated, practical and flexible with a positive and can-do attitude.
- Organisational skills, with the ability to prioritise workload.
- Collaborative team player who enjoys working with others.
- Willingness to work flexibly, including some evenings and weekends.
- Approachable, open and welcoming manner.
- Works well under pressure and able to problem-solve.
- Good communication and interpersonal skills.
- This role will require an enhanced DBS check.



## Submitting Your Application

### How To Apply

Please write a short one-page cover letter or a video (2-minutes maximum) explaining why you want to undertake this traineeship and how you meet the person specification. Please send, along with complete Equal Opportunities monitoring form (details below) and your CV to (Theatre Administrator) via [admin@watermill.org.uk](mailto:admin@watermill.org.uk) or via the address below:

Watermill Theatre and Restaurant, Bagnor, Newbury, RG20 8AE

When forming our shortlist for interview, all applications will be considered anonymously, and your name will be redacted from your supporting statement and CV. Our selection panel will only have access to these details once you have been invited to interview.

Closing date for applications: Monday 23 September at 10am

Interviews: Wednesday 9 October

For further information about the organisation, please take a look at our [Working at The Watermill guide](#).

### Equal Opportunities

The Watermill Theatre is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work, and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

[Please find our Equal Opportunities monitoring form here](#). This information will be used to enable us to continue to develop policies and procedures regarding diversity and monitor our performance. The information you supply will not be made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a global majority background, and meets the criteria. If you regard yourself as having these characteristics, please state so clearly on your cover letter.

If we can support your application by offering an alternative format, please do let us know by contacting [admin@watermill.org.uk](mailto:admin@watermill.org.uk). Likewise, we want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.