

Shoreditch Live: Project Intern

August 2019



Shoreditch Town Hall is looking for two brilliant Hackney-based Project Interns, aged 18-20 years, to undertake internships on the delivery and producing of *Shoreditch Live* this August, 2019.

About *Shoreditch Live*

Taking place across Shoreditch Town Hall's basement spaces, The Ditch, and spilling out onto Rivington Place, *Shoreditch Live* is a brand new festival which will run on **Saturday 17 August 2019**, from 2pm-6pm. The afternoon will include live urban graffiti, interactive visual and comic arts workshops led by Snooze Fabric, a live music stage curated by Hackney Music Network's Youth Music Forum, and food provided by Shoreditch Trust's Waterhouse Restaurant. For ages 13-19, free entry.

This event is part of Discover Young Hackney 2019:

<https://www.younghackney.org/discover-young-hackney/>.

Main Duties of the Role

- To support the Producing Officer and the wider Shoreditch Town Hall team (across producing, technical and production, marketing and communications, venue and front of house management and so on) on the delivery of *Shoreditch Live*.
- To support work on all elements of project delivery including, but not limited to:
 - Scheduling, contracting and budget management
 - Event management
 - Risk assessments and health and safety
 - Staff training and briefings
 - Marketing and communications campaign, including documentation
 - Decoration and design
 - Access provision
- To work closely with external event partners, Snooze Fabric, Hackney Music Network and Shoreditch Trust.
- To work closely with the Discover Young Hackney team.
- To develop skills in producing, curating and arts management.
- To deepen understanding of Shoreditch Town Hall and the systems and processes in place for running an event like *Shoreditch Live*.
- To play an active role in the planning, delivery and evaluation of a brand new festival for young people in Shoreditch.

We're looking for someone who

- Has a good understanding and interest in the London arts scene.
- Wants to develop a career in arts producing, curating and/or management.
- Has a keen interest in arts and culture, community engagement and activities for young people.
- Is keen to learn more about Shoreditch Town Hall, the building, staff team, and cultural and community programme.
- Is open, positive and has a hands-on and can-do approach to all tasks.
- Has a good attention to detail and excellent organisational skills.
- Has the ability to work independently and unsupervised, as well as with a team.
- Is reliable, with excellent time management skills.
- Is personable and friendly, with strong communication skills.
- Has good IT skills.
- Has a good standard of literacy, written and verbal communication.
- Is able to multi-task and work under pressure.

Terms & Conditions

Role: *Shoreditch Live Project Intern x 2*
Responsible to: Finance & Producing Officer
Time commitment: 8 days in total (7 days during the two weeks leading up to the festival (Mon-Fri) plus the day of the festival itself)
Expenses: £100

Key Dates

19 June, 12pm: Applications close
w/c 24 June: Interviews at Shoreditch Town Hall
w/c 5 & 12 August: Internship across 7 days, exact days to be arranged at a later date
17 August: *Shoreditch Live* festival day

Does this sound like a role for you?

If so, please send us a CV and a Covering Letter (no more than 3 sides of A4 in total) outlining how your skills and experience match what we're looking for and what you would hope to get out of this opportunity.

Please send applications to Joss Nicholas, Finance & Producing Officer at jobs@shoreditchtownhall.com with 'Shoreditch Live Intern Application' as the email subject, by 12pm on Wednesday 19 June 2019. Please note that late applications will not be accepted.

Shoreditch Town Hall is committed to being an equal opportunities employer and we actively encourage applicants from different backgrounds and with different experiences and skills.

We look forward to hearing from you!



About Shoreditch Town Hall

Welcoming over 70,000 people through its doors every year, Shoreditch Town Hall is an established independent cultural and community space housed in one of the grandest former civic buildings in the capital. Comprising over 48,000 square feet across 70 individual rooms, the Town Hall has undergone something of a transformation in recent years, from a beautiful but under the radar hire space, to a thriving flagship cultural and events venue for Hackney, London and beyond.

Shoreditch Town Hall is now more in use than at any other point in its recent history with a year-round programme of bold and adventurous new theatre, music, dance, comedy, talks and events, alongside a range of learning, community and engagement activities. The venue is also occupied by one of the most talked about restaurants of recent years, the Michelin starred Clove Club, in the west side of the building.

The Town Hall's programme has recently included work with Andrew Schneider, Barely Methodical Troupe, dreamthinkspeak, Jamie Lloyd, Kneehigh, Manchester International Festival, Nigel Barrett & Louise Mari, Royal Shakespeare Company, Spymonkey, The Wardrobe Ensemble and ThisEgg, alongside events with the likes of Alexander McQueen, Amazon, Fred Perry, Red Bull and the filming of *The Death of Stalin*, *Florence Foster Jenkins* and *The Lady in the Van*.

Shoreditch Town Hall is a registered charity (1069617) and receives no regular or revenue funding.

www.shoreditchtownhall.com
@ShoreditchTH