

## Job Summary

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### **YOUNG VIC YOUNG ASSOCIATE – PRODUCING AND DEVELOPMENT**

#### **Part 1: September 2021 to January 2022 | Producing**

We aim to produce at the highest possible level, encouraging and promoting the greatest degree of skill in everything we do.

Our producers deliver the artistic ideas within the financial parameters developed by the Artistic Director and Executive Director in such a way that the artists, the technicians, the permanent staff, the budget, the schedule, and the audience are all seamlessly and productively inter-connected.

As the Young Associate for Producing, you will receive hands-on learning opportunities and mentorship, working closely with the Producing team to gain experience on how to create cultural events. You will discover how versatile a producing role is by learning about communication, budgeting, marketing, project management and developing ideas. You will be part of a small team of professionals who will help you, but you must be able to work independently at times too.

#### **Part 2: January 2022 to May 2022 | Development**

The Development team raises over £1.2million every year in philanthropic donations from individuals, trusts and corporate partnerships to support the Young Vic's mission. We shape and share the story of who we are, where we're heading and why we do what we do.

As the Young Associate for Development, you will receive hands-on learning opportunities and mentorship, working closely with the Development team to gain a rounded understanding of how the team and each area of fundraising operates and contributes to our annual fundraising target.

**Responsible to:** Lead Producer / Director of Development

**Salary:** £14,428 for 9 months (£19,237 pro rata)

**Hours:** 10am – 6pm weekdays, four days a week, Monday – Thursday with the possibility of flexibility in working days. Regular weekend and evening work will be required.

**Key objectives:** To develop fundraising and producing skills. To assist the work of the Development and Producing Teams in supporting the theatre as it puts on shows and runs creative programmes.

## Job Description

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### YOUNG VIC YOUNG ASSOCIATE – PRODUCING AND DEVELOPMENT

#### Role and Responsibilities:

##### Producing

- Assisting the Lead Producer in producing shows.
- Under the guidance of the team, you will assist in preparing/updating production budgets and collating invoices.
- Supporting the Producing Administrator and Lead Producer in ensuring clear and consistent communication with all artists involved with each production.
- Attending production and marketing meetings and taking notes as and when required.
- Helping to coordinate meetings as and when required for productions.
- Supporting the Producing Administrator in ensuring the Contract Log is accurate and up-to-date.
- Update contact sheets for the productions.
- Supporting the work of the Lead Producer on future productions.
- Attending all Main House previews and opening nights.
- To assist the Producing Administrator in researching and arranging flights and accommodation requirements.
- Under the guidance of the team, you'll get to understand the casting process and check availabilities as required.
- To assist in the producing of readings, workshops, and other development programmes with the support of the Producing Administrator.

##### Development

##### Trust and Foundations

- Developing writing, editing and research skills by assisting the Trust and Foundations Manager on small trust applications, reports and evaluation.
- Learning how the team interacts with other departments in the organisation by gathering project information to support applications and reports.
- Gaining experience of stewarding grantmaker relationships by booking tickets, preparing invites, and responding to email and telephone queries.

##### Individual Giving

- Working with the Individual Giving Manager on the monthly membership renewals process for Young Vic Friends, Good Friends and Soul Mates, including: preparing lists of open renewals, copy writing, bulk mailing and emailing, tracking responses, preparing acknowledgements, reporting.

- Learning how to submit a claim to HMRC for Gift Aid, the UK's tax relief programme for charitable donations.
- Gaining CRM experience by assisting with gift entry and the recording of donor information for new supporters.

### **Corporate Partnerships**

- Working with the Corporate Development Manager to steward the Young Vic's Corporate Membership scheme, including booking tickets, organising Member events, responding to email and telephone queries.
- Working on the High-Performance Workshop programme; assisting the Corporate Development Manager with arranging venue hire, working with The Cut Bar to provide catering, and collating feedback forms.

### **General Development**

- Gaining event management experience by attending and assisting the Development team with fundraising events, including the Spring 2022 Gala.
- Learning about organisational governance by attending Development Board meetings.
- Building confidence in speaking to stakeholders and the Young Vic's donor community by attending donor meetings and events with the fundraising managers.
- Gaining a wider understanding of the organisation by participating in departmental and company meetings.

### **General**

- Attend mentoring meetings.
- Attend departmental and update meetings.
- Any other work needed to support the work of the Young Vic.
- To uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.
- To actively participate in our company wide Anti-Racism work.
- To participate in a bespoke programme of Continued Professional Development (CPD).
- To collaborate with other Young Associates across the organisation.

## Person Specification

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### **YOUNG VIC YOUNG ASSOCIATE – PRODUCING AND DEVELOPMENT**

#### **Programme Criteria**

- All applicants must be aged between 18 - 25.
- You must live in Southwark or Lambeth.
- You must have the right to live and work in the UK.
- You must be able to commit to the programme from September 2021 – May 2022 for four days a week.
- You must hold a current DBS certificate, or be willing to obtain one.
- You must hold a current passport or be willing to obtain one.

#### **Skills Required**

- Excellent communication skills and a supportive team member
- Some experience with Microsoft Office, especially Outlook and Excel
- Attention to detail.
- Ability to work on your own initiative.
- Reliability
- Ability to work under pressure on occasion.
- A desire and willingness to learn.
- An interest in theatre and the arts.