



**A NEW
DIRECTION**
We create opportunity



with Immediate Theatre

**Immediate
Theatre**

STEP

Immediate Theatre

Audio Production Assistant

Location of role: Hackney (E8 3AZ)
Placement hours: 25 hours per week
Placement length: 12 months
Salary: London Living Wage (£11.05 p/h)
STEP Strand: Theatre & Dance

About Immediate Theatre

For 22 years, Immediate Theatre has worked with young people and communities in Hackney and East London to ensure access for all to arts activities that break down barriers and engage people in debate. Immediate Theatre's vision is for a society where questioning, articulate and motivated people create and collaborate in building thriving communities. Immediate Theatre's purpose is to use theatre and the arts to help people engage with issues and concerns and to imagine the process of change. The term "immediate" implying

the “right here” on your doorstep and the “right now” of what is happening today. We believe that the arts have an intrinsic role to play in society that it should not be banished to institutions but be happening everywhere.

Our Objectives:

- To provide inspiring participatory theatre programmes enabling people to reach their potential and prevent exclusion and social isolation
- To create performances which explore social issues, engage people in the process of change and influence decision making
- To improve health and wellbeing and increase life skills and employability through engagement in the arts

Visit our website to find out more:

<https://www.immediate-theatre.com>

About the role

The post holder will support the team with creating audio material for podcasts and radio broadcast. You will be working with the over 50's and members of our youth programmes which will include intergenerational work. We are looking for an individual with audio and digital media skills who is flexible and can bring energy and enthusiasm to master a range of new skills.

Responsibilities

- To work closely with the team to help research, plan and facilitate the production of podcasts
- To assist with the editing and recording of content using appropriate editing programmes (training provided)
- To assist with scheduling, record keeping, marketing and administrative duties
- To carry out outreach and development work to engage new listeners and contributors
- To attend and contribute to project and company meetings and take part in training, supervision and company development activities as required
- To integrate anti-discriminatory practice into all aspects of work with the company and promote equality
- The post holder is responsible for ensuring that they understand and work within the safeguarding policies of the organisation

Skills and experience

Essential

- A strong knowledge of and keen interest in radio or audio production
- Experience of editing audio and/or video – i.e., Reaper, Audacity, etc.
- Good time management skills and experience of working to tight deadlines
- Strong organisational skills and a good eye for detail
- Excellent spoken and written communication and interpersonal skills
- An understanding of and commitment to Equal Opportunities

Desirable

- A desire to develop a career in Media
- An understanding of and enthusiasm for community arts practice
- Experience of working with over 50s
- Knowledge of Hackney and the East London area

Qualities

- Adaptable and flexible
- Enthusiastic about their work and willing to contribute to company activities
- Enjoys working with people
- Enjoys problem solving
- Enjoys a challenge and can work under pressure
- Can work under own initiative and as part of a team

The successful candidate will need to undergo a DBS check prior to confirmation of employment.

About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector. You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

How to apply

Complete our STEP application form by 10am on 03 May 2022, you can upload video or audio responses.

STEP application form:

<https://bit.ly/3ieiStz>

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find our more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>



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