



## EVENTS & ENGAGEMENT

A full - time work placement from February 2018-19

This post is offered as part of the Weston Jerwood Creative Bursaries Programme, aimed specifically at recent graduates from low-income backgrounds looking to start a career in the arts.

The placement includes training, mentoring and the opportunity to go to Europe along with other people taking part in the programme.

Below is some information about us, details about the role, eligibility and how you can apply.

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## About The Bike Shed Theatre

The Bike Shed Theatre is a theatre and cocktail bar in Fore Street Exeter. Our venue is underground and with brick walls, vintage furniture and neon lights we try to create a welcoming, relaxed atmosphere. Our theatre, which is next door to the bar, seats 60 people and mostly shows theatre but sometimes comedy and music too.

The kind of theatre we present is normally new, made by a company of theatre makers or an individual artist. We like theatre that tries to change the world in some way so often the productions we put on try to shed light on subjects that we, as a society or as individuals, might be grappling with. We don't like theatre that's preachy though so what we hope you'll find is a selection of shows that tackle big subjects in ways that are sometimes funny, sometimes moving but ultimately entertaining.

In addition to the Bike Shed, we're also making plans to open a new space on Exeter's quay called the Boat Shed. We will transform four derelict warehouses into a theatre, co-working office space artists studios, indoor craft market and cafe bar. We opened the Boat Shed pop over the summer this year as a way of testing ideas and seeing how we best develop the bigger plans. We hope to realise the full project in 2021. You can read more about this [here](#):

### Who we are

We are a small team and we work closely:

Alex Jackson, Marketing & Sales Officer

Alex looks after the marketing for all events meaning he puts together the brochure, manages our website and all social media as well as many other things. He also ensures that people can buy tickets without a hitch.

Berengere Auriardo De Castelli, Theatre Manager

Berengere or 'B' is responsible for the day-to-day operations of the Bike Shed. She looks after the building, does the contracts and processes all payments as well many other administrative tasks.

David Lockwood, Director

David co-founded The Bike Shed Theatre seven years ago. He now leads the organisation, decides the artistic programme and is managing the Boat Shed project.

Emily Souter Johnson, Artist Development Producer

Emily looks after our artist development programming, offering advice and support for anyone who wants help making theatre.

Justine Bock, Bar Manager

Justine creates the amazing cocktails on our bar menu and looks after everything to do with the bar. She is also responsible for pulling together events that happen in the bar such as DJs, jam nights and quizzes.

Kelly Johnson, Deputy Director

Kelly ensures the organisation runs smoothly which means overseeing finance, operations, human resources and marketing. She's also supporting David on the development of The Boat Shed.

## **Our values**

We like people who are:

- kind
- sensitive
- supportive
- collaborative
- able to teach us
- willing to learn

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## **About the placement**

We're really looking forward to welcoming someone new to the team.

The role will develop as you do and we'll help you every step of the way. You'll work with everyone in the organisation and you may find that some elements of running a theatre are of particular interest to you. Whilst you'll have the specific responsibilities outlined below, we can to some extent bend the role to suit your specific skills and interests.

The role is to facilitate 'Events and Engagement' which means that there's two elements to it:

### Events

We have a lot of events at the Bike Shed and now at the Boat Shed too. It'll be your job to help us make sure that they run excellently. Specifically, you'll be asked to help with the following:

- Ensuring information about events is shared amongst the team and everything required is set up and ready.
- Attending and ensuring the smooth-running of events.
- Marketing our venues for people to hire.
- Administrative tasks such as inputting data into contracts and agreements.

### Engagement

By this we mean that we wish to build relationships with our current audience and also people who may never have been to The Bike Shed Theatre before. You'll be asked to assist with the following:

- Representing the organisation at community events e.g. The St Thomas Community Festival or Respect Festival.
- Talking to local community or specific interest groups about the Bike Shed's work.
- Co-ordinating events for Bike Shed volunteers and members.

We hope the tasks listed above give you a broad steer of the kind of work we'll require. However, it's important to know that tasks will vary and change as the placement progresses. We're a small but dynamic team with a 'all hands on deck' attitude. If a project or event needs to be delivered, we all help each other out to deliver whatever's most needed.

### **Working hours, environment and pay**

You'll be expected to work 40 hours a week, normally based at the Bike Shed Theatre.

Some of these hours will be in evenings and at weekends. Someone from the team is always present at a Bike Shed Theatre event meaning that we all see shows in the evening, undertaking 'front of house' duties. You will be expected to do this at least twice a week, sometimes on a Saturday or Sunday night.

Most people tend to work 10am - 6pm but we can be flexible on this if different times are better for you.

You'll receive 20 days holiday plus bank holidays for the year.

The annual salary is £17,095 and you'll be paid on the last Friday of every month.

The contract is for one year starting in February 2018.

We are a creative organisation and we value ideas on all matters from all staff. We try to provide an atmosphere in which all thoughts can be shared and respected.

Your line manager will be Kelly. You'll have weekly meeting with the whole team and then just with Kelly to discuss you work and how we can best support you throughout your placement.

### **What you can expect from a Weston Jerwood Creative Bursary**

This job is available because we are one of forty organisations to have received funding from the Weston Jerwood Creative Bursaries Programme. This means you'll be one of 40 people embarking on this programme throughout the country. You'll have regular training and support sessions with the other bursary recipients and in July 2018 you'll have the chance to go to Europe to visit an international festival. You'll also be given a mentor outside of the organisation who you can talk to about your experience throughout the year and your ongoing career progression.

The Weston Jerwood Creative Bursaries is now in its third phase and many previous bursary recipients have gone on to develop successful careers in the industry. Here's [\*\*Gemma Conell\*\*](#) talking about her experience and what's happened since:

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## **Eligibility**

Whilst work experience is good, it is not essential for this role. We're interested in you and the skills you may have acquired in other aspects of your life that might be equally as relevant as any direct work experience. All we ask is that you're curious person with lots of drive and energy and a determination to carve out a career in the arts.

The eligibility rules are strict. Please check you are eligible before applying as we'd hate to waste your time and cause unnecessary disappointment.

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This post is offered as part of the Weston Jerwood Creative Bursaries Programme, aimed specifically at recent graduates from low-income backgrounds looking to start a career in the arts.

In order to be eligible applicants must:

Have graduated from a first degree (BA or equivalent) within the past two years (i.e. in 2015, 2016 or 2017). No minimum grade required AND

Have received a full maintenance grant during the full period of their course and be able to verify it with the necessary paperwork AND

Be a full-time UK resident.

Please ensure that you meet these criteria before applying for this position. More details about the criteria can be found in the programme's [Eligibility FAQs](#). You can find full details of this national programme and other opportunities available across the UK [here](#).

The Weston Jerwood Creative Bursaries programme is designed and managed by Jerwood Charitable Foundation in partnership with the British Council. It has been made possible through the combined support of Arts Council England's Ambition for Excellence Fund, Garfield Weston Foundation, Jerwood Charitable Foundation, CHK Charities Limited and PRS Foundation.

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Weston Jerwood Creative Bursaries Survey Code:

All applicants MUST complete a brief and anonymous survey questionnaire to be considered for interview. The results will be held by Jerwood Charitable Foundation and will not be shared with the organisation you have applied to and will not be used in assessing your application.

<https://www.surveymonkey.co.uk/r/JerwoodCharitableFoundationApplicants>

You will be given a code on completion of the survey - please enter this code on your application form. Please ensure that you include the following information in your application:

- 1. Student Finance Breakdown letters for each year at university: the breakdown must include a figure for your Maintenance Grant for each year**
- 2. Proof of your year of graduation**
- 3. Weston Jerwood Creative Bursaries Survey Code**

You will be required to take part in an evaluation which is conducted by the Weston Jerwood Creative Bursaries programme.

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## How to apply

To apply, send an email to [kelly@kellyjohnson.org.uk](mailto:kelly@kellyjohnson.org.uk) with a C. V., your student finance documentation (see eligibility section above) and an answer to the following questions:

- *Why are you interested in this job?*
- *What skills do you have that are relevant to the role (these skills do not have to be related to work experience).*

- *What do you want to get out of this role?*

The deadline for applications is 17 November 2017

Interviews will be on 28 - 29 November 2017

The start date is 5 February 2018

If you have any questions at all, please do just get in touch. Call 01392 434 169 and ask to speak to Kelly or email her directly on [kelly@bikeshedtheatre.co.uk](mailto:kelly@bikeshedtheatre.co.uk). If you'd like to pop in and see the space, feel free to come by. Or, if you'd like a chat on Skype, just let us know and we'll arrange a call.