



## China Plate Producing Internship

### Summer 2018

We are looking for dynamic, enthusiastic, hard working person for the role of Producing Intern to assist the producing team with a range of projects in the run up to and including the Edinburgh Festival Fringe. This is a fantastic opportunity for the right candidate to learn and gain a huge amount of experience of the theatre industry and the work of a busy producing company, providing a direct route into navigating the Fringe, with abundant social and networking opportunities. The Producing Intern will be supported and mentored by the China Plate team.

JOB TITLE: Intern

REPORTS TO: China Plate Co-Directors and Producers

SALARY: £471 per week (ITC/Equity administrator rate)

HOURS: 40 hours per week

LOCATION: This role will be based at the China Plate office in Brixton, London and in Edinburgh during the Festival. Travel to Edinburgh and accommodation for the duration (own room en suite) will be supplied.

TIMESCALE: To start as soon as possible, until 28<sup>th</sup> August 2018

APPLICATIONS: Please submit the following to Sarah-Jane Watkinson, General Manager on [sj@chinaplatetheatre.com](mailto:sj@chinaplatetheatre.com):

- A cover letter no longer than 500 words stating why you are applying for the position and what skills and experience you would bring to the role
- A current CV (no longer than 2 pages), also detailing two referees (only contacted on the offer of a job) and relevant contact information
- An equal opportunities monitoring form

CLOSING DATE: 5pm Friday 1<sup>st</sup> June 2018

INTERVIEWS: Monday 11<sup>th</sup> June, London venue TBC

### Duties include:

#### Programme support

- Assisting the producers in a range of practical tasks to support the ongoing touring programme
- Assisting the producers in a range of practical tasks in the run up to the Edinburgh Festival
- Artist liaison and support as required.

#### Production Support – Edinburgh

- Supporting productions get in and get out, in conjunction with the Production Managers, (only for first fit up / break down).
- Prop running
- Taking part in production meetings and actioning of duties as appropriate.

#### Marketing and promotional

- Supporting the Producers in marketing and press campaign delivery



- Flyering assistance – stapling, re stocking, flyering, distribution
- Ensuring posters are up and latest reviews attached across the venues
- Press office liaison
- Awareness of additional promotional opportunities
- Social media marketing activities
- Assistance with press ticket and comp ticket allocations and management.

#### **Other responsibilities**

- any other tasks reasonably required in relation to the general responsibilities summarised above.

#### **Skills required**

- A great attitude and huge amount of enthusiasm for the role
- Energy and commitment
- Excellent communication skills, particularly verbal as the role demands confidence and persuasion skills
- Organisational skills and great attention to detail
- Ability to use own initiative with self motivation as well as being a great team player
- Enthusiasm for the producing side of theatre and a proven passion for live performance
- Computer literacy (mac preferable) and computer based research skills
- Ability to manage own workload
- Experience of social media and marketing and flair and initiative when instigating ideas.

#### **About the company**

Established in 2006, China Plate is an independent producer of contemporary theatre. With a portfolio that crosses making, distribution, programming and development.

China Plate works with some of the UK's most talented artists, harnessing their ambition and skill to deliver high-quality work that reaches a broad and diverse audience. At the heart of our model is a suite of development programmes to nurture artistic practice, facilitate collaboration, commission work, increase access and widen diversity across scales.

China Plate has work currently touring or in development with Inspector Sands, Caroline Horton, Dan Jones, Contender Charlie, Chris Thorpe, Rachel Chavkin, Rachel Bagshaw, Joan Clevillé Dance, Ben Wright's bgroup, David Edgar, Urielle Klein-Mekongo, Chris Haydon, Ella Grace and Katie Lyons.

China Plate also works with a number of partners in a range of roles including:

- Associate Producer at Warwick Arts Centre
- Director of Pulse Festival, New Wolsey Theatre
- Director of the First Bite/Bite Size Festivals in association with Warwick Arts Centre, mac Birmingham, Leicester's Attenborough Theatre and Derby Theatre/In Good Company
- Co curators and partners in the Rural Touring Dance Initiative (NRTF, The Place, Take Art) and Hopper (Take Art, Surrey Arts)

2018 is a particularly exciting time for China Plate as the company has joined Arts Council England's National Portfolio for the first time.

In 2018 we are taking two productions to Edinburgh:

- On the Exhale by Martin Zimmerman at the Traverse
- Status by Chris Thorpe and Rachel Chavkin at Summerhall

**For more information please visit our website: [www.chinaplatetheatre.com](http://www.chinaplatetheatre.com)**