

Trainee Arts Manager

The Trainee Arts Manager will be based in Dundee Rep and will work alongside Graeae, Derby Theatre and Dundee Rep's Project Producers and Marketing Departments leading up to the production's opening in the home venues in Dundee and Derby. This post will begin before the start of the rehearsal process and run on a part time basis. The Trainee will be expected to complete a short report at the start and end of their Traineeship, detailing their desired outcomes and their progression.

Key learning includes:

- Understanding and facilitating the artistic ambition of the production
- Assisting in the day to day venue requirements and negotiations (including tour)
- Assisting in the access audits of venues and tour accommodation
- Understanding and overseeing budgets, alongside the producer
- Assisting in the delivery of all marketing PR and press activity
- Liaison between producers and tour venues related to all PR, marketing and press activity
- Day to day administration supporting the set up, rehearsals and tour
- Alongside the Creative Learning Trainee/s assisting on schools/college liaison

Start date: 5th January 2015

End date: 28th March 2015

Remuneration

The Trainee will be paid a fee of £2,232 based on a 3 day week, plus a basic daily subsistence.