



# Events Apprentice

## Job Description

### What does the Learning and Participation Department do?

Learning and Participation (L&P) is central to ROH's mission, aiming to inspire the creativity of individuals and communities across the country and in our Covent Garden and Thurrock homes. Our extensive programme encourages participation, offering people of all ages the chance to discover and question our artforms and create their own responses to music and dance. Our ambition is to ignite interest and passion in our artforms, open up opportunities to diversify the talent pipeline and build a creative nation.

### Purpose of the Apprenticeship

The Daytime Events team is one of five teams that make up the Learning & Participation Department. This role will support the work and activities of the Daytime Events team. This team produces a wide range of events, including family events, community partnerships and dance and music workshops. The main aim of these events is to engage new audiences with our work. By the end of the apprenticeship you will have a good understanding of the role of an events assistant in a cultural venue or similar.



### Role / Title:

Events Apprentice,  
Learning & Participation

### Reports to:

Apprenticeships Manager

### Line managed by:

General Manager,  
Learning and Participation



## What is involved?

The apprenticeship will be based in the L&P department in Covent Garden. The apprentice will work to support a range of activities (eg: workshops, festivals, performances, Insight events) in Covent Garden.

The apprentice will study for a Level 3 Events Assistant Apprenticeship which will be delivered by JGA group ([www.jga-group.com/our-apprenticeships/](http://www.jga-group.com/our-apprenticeships/)) The majority of the learning required to achieve the qualification will be done within the workplace.

- The apprentice will be allocated one day per week to attend college or to undertake individual study.
- The qualification will be achieved through the compilation of a portfolio of evidence demonstrating how the relevant skills have been used in the workplace as well as a final practical project.
- The apprentice will be supported throughout the apprenticeship by a college assessor, L&P and the HR Team.
- There will be the opportunity to spend time in a relevant department of another venue/organisation in the second year of the scheme.
- The working week is 40 hours and will include some weekends and evenings.

## Who will you be working with?

You will work alongside a variety of people and departments throughout the apprenticeship, but you will work most often with the following individuals and teams:

- Other members of the L&P department.
- People from a wide range of other ROH departments who provide support for L&P events eg: Visitor Experience, Audiences and Media and Technical and Production.
- The resident performing companies.
- External musicians and dancers.

## What will you do during the Apprenticeship?

- Apply all skills gained in training and put them into practice in a range of projects and events.
- Assist in the delivery of on-site events, working across a number of different projects at any one time.
- Assist in the planning of future events.
- Provide administrative support for events.
- Develop an interest in, and an awareness of similar activities across the cultural sector.
- Respectful and receptive approach to all health and safety requirements.
- Participate in other training as necessary and appropriate.
- Carry out any other reasonable duties as requested by the L & P General Manager or the Apprenticeships Manager.
- Attend regular meetings with line manager and the Apprenticeships Manager to review progress.
- Maintain a learning log book and submit regular written progress reports to the Apprenticeships Manager.



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## Minimum Essential Requirements

- You must be **18 years old** or over on 6<sup>th</sup> September 2021.
- You **must** have work authorisation for the UK.
- You **must not have** completed a university degree or equivalent level qualification in the UK or elsewhere.

### What are we looking for in an Events Apprentice?

- An interest in working within an events team.
- Good organisational, administrative and computer skills.
- An interest in the arts.
- A confident, mature attitude and ability to work with a wide range of people.
- Experience in providing good customer service.
- The ability to work on your own initiative.
- The ability to work well within a team.
- A helpful, positive and flexible approach and attitude.
- Punctual and good at managing own workload.
- Self-motivated to acquire new skills and knowledge.
- Respectful and receptive approach to all health and safety requirements.

#### Note:

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

