

*Learn about Events Management at The Albany Theatre in Coventry.*

The Albany is offering an apprenticeship in our Events Management Team. It's a unique opportunity to learn about managing events in a professional theatre environment. As your skills and knowledge grow, you will be expected to take on an increasing range of responsibilities: we expect that before the end of your apprenticeship you will take charge of events from enquiry, through the bookings and planning processes, to successful delivery and positive feedback.

You will learn how a theatre operates efficiently and effectively, but we'd like you to have some of your own ideas to bring to the table. You will learn excellent customer service skills at a unique theatre located in the centre of a city where the Arts are growing in importance.

The Albany relies on a large team of volunteers and you will form key relationships with many of them. Please note that a role in a theatre involves work during evenings, weekends and bank holidays.

In this key development role, you will:

- be an active, effective, flexible and proactive member of the Albany Theatre team
- work within and promote safe working practices at all time
- support the efficient administration of events at the theatre meeting deadlines set by managers
- work with our volunteer front of house staff supporting all aspects of live events
- not be afraid to ask for support and guidance when you need it
- contribute to the general running of the theatre and support colleagues as and when required

The successful candidate will:

- have a confident, outgoing manner – a “people-person”
- be an excellent communicator both face to face and on the phone
- be honest, reliable, self-motivated and polite
- have good literacy and numeracy skills
- be able to work quickly and efficiently to meet deadlines with minimal supervision as their skills and knowledge develop
- be very flexible with a “can do, will do, have done” attitude

This is a fantastic opportunity for a highly motivated, ambitious person. For information about the Event Assistant Standard, please see <https://www.instituteforapprenticeships.org/apprenticeship-standards/event-assistant>

**The Albany Theatre Trust is an equal opportunities employer. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.**