



Job Description



Job Title: Education and Community Intern



This job is for **young people with learning disabilities** who want to work in the arts.



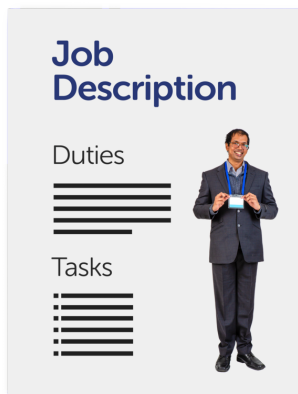
You should only apply if:

- You have a learning disability
- Are aged 18-29.



You must also live in:

Barnet, Brent, Camden, Ealing, Hammersmith & Fulham, Harrow, Kensington & Chelsea or the Cities of London and Westminster.



Working hours: Part Time (12 hours per week)

Working Days: Mon, Tues & Thur
11:00AM - 3:00PM

Contract: 12 months

Salary: 8,642.20 pounds per yer



Location:

The Old Vic
103 The Cut
London
SE1 8NB



The Old Vic is a theatre that runs accessible shows, creative learning programmes and community projects.



The **Education & Community** intern will help with run the **Take the Lead programme**. This project helps students in Years 11-13 learn employment skills.



You will help the Education Manager Alice by getting workshop materials ready and doing data entry. You will also help on training days and events.



Job Tasks

- Help set up and run training days
- Help make/print resources for workshops
- Data entry and research.



Job Tasks

- Support with emails to schools and partners
- Update contact lists
- Go to staff meetings.
- Represent The Old Vic at events



You will be good for this job if you:

- Like the theatre
- want to work with young people
- want to work in an office
- know how to use Microsoft.



You must also have a **DBS check** done to do this job. The Old Vic will help you with this.



For this job, you get help at your interview and in the first **9 weeks** of the job from a charity called **Pursuing Independent Paths.**