



## **LIFT PLACEMENT PROGRAMME 2019**

### **Programme Application Pack for Jan – April / May – July**

This is the text-only PDF version for printing purposes, you can view the full pack [online](#).

Hello,

Thanks for your interest in LIFT's Placement Programme.

This longstanding initiative is an opportunity for students in higher education to get hands-on experience in an international arts organisation, it has been developed in response to a need our Higher Education Institution partners have raised and is only open to students who require a work placement as part of their course, providing a contextual experience for those studying relevant subjects.

To date, our Placement Programme has equipped a cohort of individuals to gain employment within the arts and media sector and advance their professional careers; LIFT placements have gone on to work at companies, venues and institutions such as: National Theatre, Young Vic, Netflix, Barbican, The Yard, In Between Time, Village Underground, Tate, Royal Court, Dance Umbrella, Battersea Arts Centre, Artsadmin, Jerwood Foundation, CASA Latin American Theatre Festival, Cameron Mackintosh Ltd as well as some going on to become highly successful freelancers.

Based at LIFT HQ in East London, successful applicants will work closely with staff members, venues, companies and other external organisations over the course of the placement. The programme is part time and will not exceed three days a week. Days and hours may vary across the course of the placement depending on the role and we offer flexibility in order to fit around academic and other commitments.

#### **ABOUT LIFT**

LIFT has been at the forefront of ground-breaking international theatre for nearly 40 years, making and supporting radically open work that disrupts convention, has the power to unite strangers, celebrates our shared humanity and bursts open the political and social urgencies of our times. In an increasingly divided world, our fearless appetite for creating and sharing

global stories that promote understanding and provide space for risk-taking, thought provoking experiences has never been more vital.

[Watch our LIFT 2018 round up film to find out more.](#)

### **Equal Opportunities**

LIFT is committed to supporting cultural diversity in the arts and we welcome applications from people of any race, cultural, ethnic or national origin, gender, sexual orientation, or religious belief, disabled and non-disabled people. We'd appreciate it if you would complete our Equal Opportunities Monitoring Form with your application, as part of our commitment is to monitor who interacts with us. Your answers on this form will not be considered when allocating roles at LIFT.

### **KEY DATES**

- Application deadline, 10am, Monday 3 December 2018
- Interviews – week commencing Monday 10 December 2018

We're currently recruiting for two rounds of placements. Please specify your preference on your application:

- PLACEMENT ROUND ONE: 14 Jan – 5 April 2019
- PLACEMENT ROUND TWO: 6 May – 26 July 2019

### **Placements we offer:**

- Creative Europe (Round One only)
- Development
- Marketing
- Participation

### **ABOUT THE LIFT PLACEMENT PROGRAMME**

The LIFT Placement Programme is an opportunity to learn more about arts management by experiencing the day-to-day operation of LIFT. The programme is aimed at people who have chosen their career path as a specialist in the arts and who, through practical experience, either wish to complete their education and advance their professional career.

Each placement provides additional, rather than essential support to the LIFT department in which they're based. As well as practical experience, the programme provides participants with guidance and structured feedback and opens doors to many professional networks and opportunities.

Placements will receive one-on-one meetings and coachings with members of the festival team. Depending on what you need, we can help you with your CV going forward, give you

tips on interviewing, identify potential roles and opportunities in the field and make introductions where we can and where appropriate.

As this is a work experience placement, LIFT is not able to offer payment but will cover reasonable expenses by prior agreement.

To apply, please ensure you have read the Person Specification for all placements and the individual placement details below before completing the online Placement Programme Application and Equal Opportunities form by **10am on Monday 3 December**.

### [> PLACEMENT PROGRAMME APPLICATION & EQUAL OPPORTUNITIES FORM](#)

#### **Person Specification for all Placements**

- A passion for LIFT's vision
- Good organisational skills and attention to detail
- Excellent communication skills including good written and spoken English
- Ease with using Microsoft Outlook, Excel and Word
- Ability to take initiative and work independently whilst also willing to work in a team
- A starter-finisher who is organised and enjoys a fast-paced, but supportive working environment
- Flexibility and the ability and willingness to occasionally work outside of office hours

#### **What constitutes good training?**

All LIFT training initiatives should offer:

- A clear analysis of the training need, its application to the individual and its application to LIFT's current and future needs
- An appropriate balance between theory and practice within the training process
- An appropriate timescale within which all training objectives and applications can take place
- Clear purpose, clear process and clear goals
- A stimulating interface between trainer and trainee
- Accommodation of the specific perspective of the trainee within the training process
- An enjoyable experience for the trainee
- Training appropriate to the current skills and experience of the trainee

LIFT's experience in this area suggests that Placements gain most when taking responsibility for their own learning outcomes and the LIFT team endeavours to accommodate, structure and respond to such individual initiative.

## **CREATIVE EUROPE PLACEMENT**

Please note the Creative Europe Placement is only available for Round One (14 Jan - 5 April 2019)

LIFT is a key member of artistic Creative Europe networks with other European theatre festivals and venues. These networks enable us to support artists, reach a wider and more diverse audience and create new work and initiatives. They include:

[Imagine 2020 2.0](#) - creation and touring of work about climate change

[Urban Heat](#) - artist development through participatory practice in cities

[BeSpectACTtive!](#) - giving audiences access to and control of the creative process

We are looking for a Creative Europe Placement to work alongside the Finance & Admin Manager in managing LIFT's involvement in these networks. Previous finance experience is not necessary - this placement is tailored for anyone looking to gain a better understanding of how an arts organisation operates financially and administratively. The Creative Europe Placement will learn how to create and monitor budgets, how to report on large scale projects and how to use a number of online social media tools.

### **Your Role and Responsibilities at LIFT**

- Work with the Finance & Admin Manager monitoring the network budgets
- Assist with the wrap-up of two networks, one of which LIFT coordinates
- Collate paperwork required for financial reporting
- Assist the Artistic Director with applications for new Creative Europe projects
- Support the Head of Marketing & Digital contributing to the Imagine 2020 social media plan delivering it across all platforms
- Arrange travel and accommodation for LIFT staff to attend network meetings
- Help with the smooth running of the LIFT office

### **Person Specification**

- An interest in developing financial/administrative skills
- Great organisational skills and attention to detail
- A curiosity about how a large-scale theatre festival operates behind the scenes
- Ability to take initiative and work independently

[\*\*> PLACEMENT PROGRAMME APPLICATION & EQUAL OPPORTUNITIES FORM\*\*](#)

## **DEVELOPMENT PLACEMENT**

To sustain our ambitions in programming the most exciting and diverse work, LIFT needs significant financial support and other resources. The role works across all activity that supports LIFT's fundraising efforts, to include: assisting with Trust and Foundation applications and research and relationship building with individuals and corporate sponsors. This placement will provide a window into the year-round development work of our organisation.

### **Your Role and Responsibilities at LIFT**

- Maintain and update LIFT's database - Spektrix
- Support relationship building with corporate sponsors
- Helping to develop LIFT's individual giving programme
- Assisting with LIFT's Trusts and Foundations pipeline for the period 2018-2022
- Assisting with ongoing development communications via email
- Helping to organise events taking place over the duration of your placement, including preparing and drafting invitations, managing and administrating RSVPs and updating guest lists, communicating with venues to assist with catering and budget management (where possible)
- Help with the smooth running of the LIFT office

### **Person Specification**

- A curiosity about how a large-scale international festival is paid for and achieved
- An interest in data and how to maximise the use of a database
- An interest in why people and organisations give money to the arts
- Some experience in working on events – small or large scale

**[> PLACEMENT PROGRAMME APPLICATION & EQUAL OPPORTUNITIES FORM](#)**

## **MARKETING PLACEMENT**

The Marketing Placement will work with the Head of Marketing & Digital to ensure that the stories behind all of LIFT's work are being told to as many audiences as possible.

Our recent festival campaigns have been content driven, utilising the power and reach of social media to engage with online communities and drive ticket sales. Now it's time to evaluate what worked using audience data as we build the campaign for future projects and festivals - this includes delving into audience data to inform audience development strategies as we start to make plans for LIFT 2020.

You will learn how to use a number of online tools for social media management, content generation, email marketing, website management and Box Office and data management as well as attend various meetings with external partners such as the Audience Agency, evaluation consultants and designers.

### **Your Role and Responsibilities at LIFT**

- Contributing towards the digital content plan and delivering it across all platforms
- Researching artists, bloggers, journalists, film/video makers and social media influencers who LIFT might engage to create content
- Scheduling and monitoring of LIFT's social media channels
- Managing reciprocal marketing including social media, newsletter and print swaps
- Generating original content including blogs, films, images and audio
- (training will be given where required)
- Updating liftfestival.com and any other websites managed by LIFT
- Help with the smooth running of the LIFT office

### **Person Specification**

- A curiosity about digital and marketing strategies within the cultural sector and a willingness to find creative solutions
- An interest in content generation whether that is films, podcasts, writing, photography
- Photoshop and/or video editing software is an advantage but not essential
- Interest in social media and content marketing
- Fluent in the English language (written and oral)

[> PLACEMENT PROGRAMME APPLICATION & EQUAL OPPORTUNITIES FORM](#)

## **PARTICIPATION PLACEMENT**

This role is specifically focused on LIFT Tottenham, LIFT's long-term residency programme committed to producing and measuring the impact of creative learning and participatory arts in one of London's most vibrant areas. We are looking for a Placement to assist the LIFT team to facilitate the development, delivery and evaluation of LIFT participation projects in Tottenham.

### **Roles and Responsibilities**

- Assist the producers and project leaders on delivery of LIFT Tottenham, with a focus on UpLIFTers, LIFT Tottenham board and Tottenham Connectors
- To assist the Project Assistant on delivery of UpLIFTers Year 4 programme, which will include attending sessions and artist support
- Assisting the team to undertake evaluation, collect data and compile information to inform our LIFT Tottenham Strategy and support funding applications and reports
- Researching and liaising with community groups, setting up and attending meetings, acting as note taker
- Help with the smooth running of the LIFT office
- Any other duties reasonably requested from the Producers from time to time

### **Person Specification**

- Aptitude and willingness to engage with young people
- An ease with communicating with a wide range of people of different ages, roles and abilities
- Ability to multi-task and work proactively and accurately
- Interest in and a basic level of understanding of data analysis including use of Excel

A DBS check will be required for suitability to work with young people (provided by LIFT)

Applications for this role from Tottenham-based students are encouraged

[> PLACEMENT PROGRAMME APPLICATION & EQUAL OPPORTUNITIES FORM](#)