



## **ROLE PROFILE: Graduate Trainee**

*The Ambassador Theatre Group Graduate Scheme is a two-year programme for talented professionals to kickstart a career in leadership and management in the commercial theatre industry. Comprising a range of placements across the business, the Graduate Scheme will build a broad experience and knowledge base positioning trainees as excellent candidates for senior venue management roles and a subsequent business leadership career with ATG.*

*Please note, this Graduate Scheme is focussed on venue operations and is not intended as a pathway for aspiring producers, creative learning, technical or marketing managers or other specialist roles. ATG operates a range of other training programmes ranging from internships to apprenticeships which we encourage you to explore.*

### **What you can expect from ATG**

ATG will provide you with the support and training to ensure fast-paced development of your skills and understanding, focussed on venue operations and management. You will be offered opportunities to build your network of colleagues and contacts, working alongside the commercial theatre industry's top managers and administrators through practical placements in regional and London theatres and ATG's head office departments. You can expect excellent guidance from colleagues, including participation in our leadership development programme *Rising Stars* and on-going mentoring from a senior member of staff.

Please read the full scheme description, comments from past trainees and FAQs on the ATG website before applying. You are welcome to ask questions in advance of applying.

### **What ATG can expect from you**

ATG will expect commitment to pursuing a career in commercial theatre management. We will need our Graduate Trainees to demonstrate behaviours and attitudes that align to ATG's values and that contribute to our vision. Working at ATG will require flexibility, enthusiasm and professionalism at all times, not to mention an insatiable sense of enquiry. You will have an ambitious approach to professional development, taking ownership of your learning and your performance in the workplace, seeking learning opportunities and setting high personal goals. You will be adaptable, approachable, and willing to participate in any experience relevant to theatre operations, approaching each task with the utmost energy and commitment.

### **Purpose**

You will contribute to ATG's commercial and artistic priorities, strategically and operationally, while developing an in-depth understanding of our business.

*Specifically:*

- To develop a comprehensive understanding of the venue operations in an ATG theatre, and the remit of various head office departments, including working in a wide range of roles to gain hands-on experience of staff responsibilities, motivations and challenges.

- To investigate ATG's business priorities and commercial objectives, to offer ideas for potential and solutions to challenges arising and to take a lead on focussed projects addressing these.

You will document your workplace learning, training and additional research via a portfolio, and give professional presentations to senior personnel when requested.

### **Key relationships**

- Learning Partnerships Manager
- HR Learning & Development Manager
- General & Theatre Managers
- Venue staff at all levels
- Head office staff in various departments including the senior leadership team
- External stakeholders including industry professionals and customers

**Reports to:** Learning Partnerships Manager, and other managers as appropriate to the venues and departments you work with.

### **Person Specification**

#### **Essential**

##### **You must have:**

- A graduation date (undergraduate or postgraduate) in 2016 or 2017, within one year of the application deadline
- A final grade of 2:1 or higher, or outstanding equivalent skills, qualities and experience
- The right to work in the UK without sponsorship
- A flexible approach to working hours, days and location

##### **You are:**

- A proactive learner who will seek out challenging opportunities to develop
- Ambitious, with a keen desire to progress, succeed, and develop a career with ATG
- A reliable, organised and conscientious self-manager with the ability to meet deadlines
- A confident communicator with a talent for building relationships and establishing rapport
- Able to work effectively within a diverse team to achieve results
- A flexible individual with the ability to combine practicality and creativity in the workplace
- Emotionally resilient and able to think pragmatically
- Insightful and analytical, with excellent self-reflection skills
- A proactive and enterprising person, with the drive and potential to lead others
- Able to demonstrate commitment to working in the commercial theatre industry

#### **Desirable**

When choosing between two excellent candidates, we will select the candidate who demonstrates:

- A strong commercial instinct and/or outstanding insight into our business
- Demonstrable people management skills and/or previous experience
- Outstanding leadership potential
- Evidence of the ability to support the development of others