

Dramacube is recruiting an Events Assistant

We are searching for super organised customer facing person to join our team to help with the set up and execution of a range of events.

Dramacube Productions are an award-winning Performing Arts Company who use performance as a platform to educate and inspire young people.

Dramacube was established in 2012 and now offers a range of classes to almost 200 children each week. Every term ends with our performances at Hampton Hill Theatre. We also offer holiday workshops and half term taster sessions.

We are looking for some to help us manage the logistics and customer face our classes, workshops, and shows. As well as other one-off events in the community. You will be super organised, confident in dealing with the public and have a passion for children's musical theatre. As no two events will be the same the ability to think on your feet, problem solve and remain professional when working under pressure is a must. You will need a car as this involves visiting a range of venues and in some cases moving resources around.

Core Responsibilities will include:

- Ensure that our events are professional, run to plan and create positive brand experience.
- You will develop plans for each event and be responsible for briefing the wider team.
- At each venue you will be in charge of the set-up, any health and safety briefings, managing logistics and ensure that our teachers can deliver an outstanding experience for our children and their parents.
- You could be setting up equipment and furniture, managing workshop resources or ensuring their marketing or sponsorship is displayed.
- Taking ownership of complaints or issues and looking for resolutions as quickly as possible.

Our classes and workshops run in Twickenham, Hampton Hill, Walton Upon Thames and soon to open in Teddington. Our performances are mainly at Hampton Hill Theatre. The rates of pay are £20.00 p/h.

CV's and covering letter should be sent via email to Caroline contact@dramacube.co.uk by 30th April 2024.

Award winning shows and inspiring drama classes for every child

www.dramacube.co.uk
020 8408 0245
contact@dramacube.co.uk

Dramacube Productions
1B Holly Road
Hampton Hill, TW12 1QF

Follow us



DramacubeProductions



Dramacube



DramacubeProductions