



imitating the dog (ITD)

**Internship: Production Assistant**

Jan - Feb 2024

**Thank you for your interest in imitating the dog**

***ITD Internship: Production Assistant - Application Pack***

This application pack includes:

- Welcome letter from the team
- About imitating the dog
- Job description
- Person specification
- imitating the dog's commitment to diversity and inclusion
- Equal opportunities monitoring form
- How to apply and key dates

This application pack is available to download in audio and large print versions from our website (<https://www.imitatingthedog.co.uk/opportunities/>).

If you would like to discuss any aspect of the role before you apply, please email Creative Engagement Manager Ben Mellor at [ben@imitatingthedog.co.uk](mailto:ben@imitatingthedog.co.uk) to arrange an informal conversation.

## Welcome Letter

Hello and thank you for your interest in the *ITD Internship: Production Assistant* role, an opportunity for an early-career/aspiring professional from an underrepresented background based in the North of England.

We are excited to be offering this internship. We feel that it's become harder than ever to be an emerging or early-career professional in the arts industry, and that many without the networks that come from experience, and sometimes privilege, have really been struggling to start or stay working in this sector.

imitating the dog prides itself on offering formal and informal opportunities for developing artists to observe and learn from our creative production processes. But we are aware that we need to do more to make these opportunities available to people beyond the usual routes and channels, and reach those who have for too long been underrepresented in the industry.

We hope that in offering this internship, and other development opportunities, we are playing our part in helping to forge a better, more inclusive, more diverse, and ultimately happier and artistically excellent arts sector. We are still learning about how to do this

effectively however, so if there is anything we are missing in making these sorts of offers more accessible and appealing to all, please let us know.

We sincerely look forward to reading all of your applications and speaking to those we invite to interview.

The imitating the dog team.

## About imitating the dog



**imitating the dog** (also known as **ITD**) have been making ground-breaking work for theatres and other spaces for 25 years. Our work has been seen across the world, and we have made work for outdoor festivals and events, seen by hundreds of thousands of people.

As a company, we are most interested in telling stories. We create beautiful, memorable images for audiences, and the work fuses live performance with digital technology, in order to serve the story in the best possible way. The work is always fresh and often surprising. We take risks.

We make work for touring to mid-scale theatres. The company strives to create stories that are entertaining, moving and engage with important ideas. We also make large-scale sited video-mapped projects, but always with a story to tell.

The core creative team are the three co-artistic directors: Andrew, Simon and Pete. They work very regularly with a number of key associate practitioners.

In addition to the theatre and festivals work, **imitating the dog** deliver a year-round creative learning programme, including workshops and residencies in schools, colleges, universities and community settings, alongside productions.

Imitating the dog is part of Arts Council England's National Portfolio, and are proud to be contributing to the UK's cultural ecology.

## **Job Specification**

The ***ITD Internship: Production Assistant*** role is a development opportunity for a person from an underrepresented background to work as a production assistant on imitating the dog and Leeds Playhouse's Co-production of *Frankenstein*.

### **Who will you be working with?**

You will be working alongside a variety of people throughout the internship, but you will most often work with:

- imitating the dog Artistic Directors, Andrew Quick, Pete Brooks and Simon Wainwright
- The cast of imitating the dog and Leeds Playhouse's Co-production of *Frankenstein*
- Hayley Grindle, the Designer on *Frankenstein*
- The technical creative team working on *Frankenstein*
- Leeds Playhouse staff working on the production

### **What will you do while working with imitating the dog during the internship?**

- Work closely with Artistic Directors Andrew Quick, Simon Wainwright, Pete Brooks and the rest of the creative team

- Undertake some stage management duties during the rehearsals of *Frankenstein*
- Work closely with the production team from Leeds Playhouse
- Where appropriate, undertake basic prop making
- Assist the Directors in running rehearsals, including
  - Updating the script with changes during rehearsals
  - Writing text for captions
  - Acting as prompt during rehearsals
- Undertake running duties where appropriate, including going out to source/buy props/costumes
- Standing in for performers during lighting calls
- Where possible, shadow the Artistic Directors
- Where appropriate, assist the technical team
- Attending weekly production meetings.
- Assisting stage manager as required
- Have a positive and responsible attitude to health and safety
- Take responsibility for your own attendance, safe working practices, motivations, discipline and welfare.



## **What is involved?**

- You will be based in Leeds during the rehearsal period of the internship. Reasonable travel expenses will be provided and accommodation will be provided if required.
- You will attend rehearsals of imitating the dog and Leeds Playhouse's production of *Frankenstein*.
- You will work across many areas to assist the production of *Frankenstein*.
- As part of the internship you will have opportunities to experience and contribute to imitating the dog's rehearsal process.

You will be supported throughout your internship by Andrew Quick – imitating the dog Co-Artistic Director, and Ben Mellor – Creative Engagement Manager.

## **Dates, Fees & Expenses**

This is a full-time position for the duration of rehearsals, beginning on Mon 15th Jan and ending on Saturday 24th Feb (6 weeks).

The role is paid at the Real Living Wage rate of £450 per week, for a 37.5 hour week. For this engagement of

six weeks the total fee will therefore be £2700, plus expenses.

If you need to travel to fulfil the role, ITD will cover the costs of your travel, and the cost of accommodation in Leeds if you need to stay away from home.

## Person Specification

This opportunity is for an early-career or aspiring arts professional based in the North of England, from an underrepresented background. We define 'early-career' as in the first 5 years of your professional practice, and 'North' using Arts Council England's boundaries which can be found here:

<https://www.artscouncil.org.uk/document/map-our-area-boundaries>

By 'underrepresented' we mean a person who has been inadequately or insufficiently represented in, or supported by, the UK arts sector. This may be because of barriers arising from, but not limited to, mental health issues, physical health/disability, sensory impairment, learning disabilities, neurodivergence, substance misuse, survivors, people from low socio-economic backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds.

### Minimum essential requirements

- You must be 18 years or older on the 1<sup>st</sup> January 2024
- You must have work authorisation for the UK.
- There is a requirement to work flexibly which will include early mornings, evenings

- and weekends.
- Be fully available for all 6 weeks.

Skills Required - What are we looking for in this internship?

Essential:

- Good at working in a team
- A practical approach to problem-solving
- Ability to work independently
- Punctual and good at managing your own schedule
- Respectful and receptive approach to all health and safety requirements
- Self-motivated to acquire new skills and knowledge
- A helpful, positive and proactive approach

Desirable:

- Experience of working in theatre, in at least one of the following areas: production assistance, stage management, prop making, supporting set and costume design (could be while studying at college/university or on a voluntary basis).

imitating the dog is committed to equality of opportunity, which is why this opportunity is specifically aimed at individuals who are underrepresented in the arts sector.

To support Disabled candidates and those from Black, Asian and ethnically diverse backgrounds in applying for this internship we are committed to ensuring that:

- Audio and large print versions of all recruitment documents are available from our website.
- Interview questions will be emailed to those invited to interview at least 48 hours prior to their interview time.
- The interview panel will consist of at least one person of colour.

Candidates who attend an interview will then be offered the opportunity to meet a team member and gain insight into the organisation, as well as a chance to ask questions outside of the interview.

### **How to apply**

Please send us a CV and short cover statement (no more than one side A4) expressing why you would like to work with ITD and what makes you suitable for the role, including a brief explanation of how you meet the criteria of under-representation.

We welcome applications in any format. This could be in written form, a short video or audio recording, or any other format that is best for you. If your application is in written form, please keep your statement to under 2 pages. If your application is in video or audio form please keep it to under 5 minutes total.

All applications must be sent to [ben@imitatingthedog.co.uk](mailto:ben@imitatingthedog.co.uk), with **ITD Internship Application** in the subject line and your contact information visible somewhere within your application. If you have any questions about the project or the application process, please email [ben@imitatingthedog.co.uk](mailto:ben@imitatingthedog.co.uk).

### **Key Dates:**

Applications close on **Friday 1st Dec at 5pm.**

Applicants shortlisted for interview will be notified no later than 5pm on Tuesday 5th Dec.

Interviews will be held on either **Thurs 7th or Fri 8th Dec.** Interviews will be conducted online.

All applicants will be told the outcome of the process by no later than Thurs 14th Dec, and feedback will be made available to all applicants upon request.