



Job Description - Boury Academy Work Experience

The Boury Academy CIC is a not-for-profit performing arts organisation. Our mission is to increase access to professional performing arts opportunities, increase diversity in the arts, build confidence, creativity, community cohesion and provide a safe place to be outside of school hours. We work with children and young people age 4-24

We believe in #PerformingArtsForEveryone.

Our Academy classes take place after school and at weekends and we also supply performing arts support in schools in Lambeth. We offer classes in drama, dance, musical theatre and singing at affordable prices / for free in order to deliver on our mission.

We also operate our Studios building, a professional rehearsal space for production companies or individuals to rehearse, and other industry bookings to use the space.

Finally, we also run a professional Acting Agency, where many of our clients work in TV and film on platforms such as Netflix, Apple TV and the BBC as well as on stage in shows in the West End and around the country.

The work experience colleagues will have a large variety of responsibilities in this role split across the various facets of the organisation.

Studios

- Liaising face to face with industry hires and visitors and ensuring a high standard of customer service.
- Organising studios bookings in cooperation with studios team.
- Administrative support to main studios team.
- Assisting with email queries.
- Helping to keep studios maintained to a high professional standard.
- Dealing with phone queries and taking calls in the Boury studios office.
- Contributing to development meetings for the future growth of the Studios.
- Assisting the Studios with the safeguarding of Wyvil Pupils whilst the school is open.
- Assisting with the generation of new business at the Boury Studio.
- Researching potential clients to get in contact with - Production Companies etc.

Agency

- Researching industry connection opportunities- showcases casting directors etc.
- Helping with phone queries.
- Helping to organise and maintain client details and information.
- Contributing to development meetings for the future growth of the agency.

Academy

- Administrative assistance.
- Dealing with email and phone queries.
- Helping to create and manage class registers and schedules.
- Engaging with and speaking to academy students and parents as a point of contact when the studios are open.
- Contributing to development meetings for the future growth of the academy.

Additional notes:

- All applicants must hold a clear Enhanced DBS Check or be willing to undertake one in order to take on this role. This will be paid for and provided by the organisation.
- Full safeguarding training will also be offered.

If you are interested in applying please do send us a copy of your CV and a short cover letter explaining why you think you would like to work with us. Please email this to info@thebouryacademy.co.uk.

We look forward to seeing your application!

The Boury Academy Team.