RAMBERT

Recruitment Pack:
Internship





WHAT IF...

...there was a dance company where brilliant and daring people could show up and be supported to push themselves to move the world forward.

Welcome to Rambert.

We believe that to give brilliant and daring people the chance to inspire others is to give them the power to change the world for the better. As one of the world's most diverse dance companies we make dance that is awe-inspiring, adventurous, dynamic and relevant, and take it to our neighbourhood, the nation and the world.

We want to hear the most exciting and radical ideas wherever they may come from and to connect with audiences and participants from all backgrounds. Through performances, dance and wellness classes and courses for people of all ages and abilities, we want to ensure we are inspiring, engaging and relevant to everyone.

We create dance shows that tour to large scale (1000+ seat) venues. We're actively building and serving a community of followers and supporters we're cultivating online at RambertPlus.com where as well as a subscription with hundreds of online classes and live performances we offer free membership to view dance films, behind the scenes, dancer interviews, podcasts, playlists and other inspiring content.

Under the leadership of Rambert's Chief Executive, Helen Shute and Artistic Director Benoit Swan Pouffer, we're setting ourselves ambitious goals trying new things, finding new ways to give people inspiration, ambition and belief.

Rambert is striving to be an inclusive organisation that promotes diversity and equality of opportunity. Our aim is to create a truly inclusive organisation that reflects a society where everyone can thrive and have a sense of belonging and be themselves. We aspire to achieve our cause through anti-discriminatory and anti-racist means and accept this is a journey we need to continually reflect and build on. To that end, we aim to drive inclusion, eliminate harassment and victimisation while working to advance equality of opportunity through all our processes from recruitment and operations through to the delivery of our public engagement and performances.



RAMBERT INTERNSHIP

Job Summary

This is a paid internship (16 hours per week) for six months to gain hands-on experience in marketing, fundraising, producing and community work at a leading and award-winning arts organisation. No prior experience needed – just enthusiasm and a willingness to learn.

An Inclusive Workplace for All

We encourage applications from underrepresented groups in the arts industry. We're committed to diversity and inclusion, providing training to ensure we actively combat discrimination. We welcome individuals from all backgrounds and strive to create an environment that supports everyone, regardless of race, disability, sexual orientation, gender identity or socio-economic background.

We're passionate about bringing contemporary dance to everyone – whether on stage or screen. Our recent production, *Peaky Blinders – The Redemption of Thomas Shelby*, reached 100,000 people in its first UK tour and is now performing worldwide. We've also launched exciting ventures like **Rambert Plus** (our digital channel and online class platform), **Rambert Grades** (an Ofqual-accredited dance exam syllabus) and **Rambert Works** (a co-working space in our award-winning headquarters on London's South Bank). Plus, our community projects are co-designed with communities across the UK.

What You'll Be Doing

Line managed by Daniel Fulvio, Director of Community Partnerships, you'll learn with and support the following three key teams, helping with admin tasks, such as data entry, organising and updating our records:

- Audiences Team (marketing & community engagement)
- Development Team (fundraising & Donor Support)

General Responsibilities

• Monitor, read and respond to email queries.
• Help organise events, programmes and other activities.
• Assist at press nights, organising fundraising events and performances.

Development Team

• Assist with email newsletters and updates to our donors.
• Research potential donors and supporters.
• Add gifts to our database (we'll teach you how)

Audiences Team

• Undertake some desk and internet research to support the team
• Support creating and edit simple designs and videos.
• Organise and manage images and files.
• Support social media activity by feeding into content, analytics, and trends.
• Help organise and run community events both at our building and other locations.
•Assist with recruiting young participants and welcoming visitors.

What We're Looking For

Essential:

• Good organisational skills and attention to detail.
• Ability to manage your time effectively and handle multiple tasks.
• Friendly and confident communication skills.
• Comfortable using computers and social media (specific training is provided).
• A team player with a flexible and positive attitude.
• Willingness to attend an occasional evening or weekend event.

Desirable:

• An interest in dance, the arts or creative industries.
• An interest in digital media

To Apply
Please and the following to **recruitment@rambert.org.uk** by **5 pm UK Time, Monday, 7 December 2025**:

• **Your CV**
• In addition, please include either:
• A one-page cover letter detailing your interest in the role and any relevant experience, **or**
• A short video where you talk about your interest in the role and your relevant experience.

To be eligible candidates must fall into one or more of the following categories:
- Experiencing homelessness or at risk of homelessness
- Care experienced
- Ex-offender
- Care/ex- carer
- Refugee
- Involved in substance misuse
- Special educational needs and disabilities
- Childcare responsibilities

After receiving your application, we'll provide an equal opportunity monitoring form for you to complete.

We will let you know in the week commencing 13 April 2025 if you have been shortlisted for an interview. If you are, we want you to feel as comfortable as possible, so we'll provide you with the interview questions in advance. Interviews will take place in person at our Rambert Studios on London's South Bank.

Terms & Conditions
Position Part Time: 2 days per week (16 hours per week) - 9.30 am to 6.00 pm (plus occasional evening working)
Salary: paid at London Living Wage (£15.45 p/h)
Freelance (you will be responsible for your own Tax and National Insurance)

For more information, visit our website at www.rambert.org.uk or contact **recruitment@rambert.org.uk**.
We look forward to hearing from you and wish you the best of luck with your application.