

RECRUITMENT PACK

Social Media & Content Creation Trainee (Stage Door Programme)

October 2026: HESMCCT



WELCOME

Welcome to Hackney Empire. We're delighted you've taken this step to find out more about applying for the role of Social Media & Content Creation Trainee (Stage Door Programme).

For 125 years, Hackney Empire has been a home for the people of Hackney, East London and beyond to come and share experiences together in our theatre. As we step into our next chapter, we look forward to making Hackney Empire more central to the local, London and national arts narrative, harnessing new productions and partnerships.

Every year we welcome over 150,000 people through our doors to enjoy everything art & culture has to offer: from theatre to comedy, dance to live music, opera to our legendary pantomime and so much more.

From starting life as a music hall in 1901 with artists including Charlie Chaplin, Houdini, Julie Andrews and Louis Armstrong gracing the stage; through years as a TV Studio showcasing Bruce Forsyth, Morecambe & Wise, Shirley Bassey and Orson Welles; a period as a Bingo Hall; and now, as an iconic Grade II* listed theatre that has played host to the likes of Lenny Henry, Benjamin Zephaniah, The Rolling Stones, Rudimental, Florence & the Machine, Sharon D Clarke, the Royal Shakespeare Company, Ralph Fiennes, Sir Ian McKellen, Slava's Snowshow, Alexandra Burke, Nish Kumar, Mo Gilligan and thousands more!

For decades, Hackney Empire has been a vital and exceptional platform for underrepresented creatives and has a proud legacy of championing global majority artists. This continues to be core to the organisation's values: that great stories come from anywhere and anyone.

Each year, we also offer 6,000+ local 14-25-year-olds the chance to get involved via our Creative Futures programme, providing free projects that build their skills, confidence and careers; helping them make new, positive connections.

Please take the time to read this document and find out more about the role and the organisation, and we look forward to receiving your application.

Chris Sudworth
Chief Executive Officer

THE ROLE

Role:	Social Media & Content Creation Trainee (Stage Door Programme)
Line Manager:	Head of Creative Development
Salary:	LLW, £14.80ph
Hours:	Equivalent to an average of 21 hours per week excluding lunch breaks. There will be some evening and weekend work required as part of this role, for which we operate a TOIL (Time Off In Lieu) system
Location:	Hackney Empire, 291 Mare Street, London E8 1EJ, with some ability to work from home, where responsibilities, events and workload allow. There is step free access throughout the building
Duration:	3-month traineeship
Ideal start date:	Monday 11th January

About the Role

Hackney Empire and Good Chance are partnering to offer this new opportunity for someone with experience of forced displacement to join the Hackney Empire team. The Social Media and Content Creation Trainee will sit across our Creative Development, and Marketing & Communications teams. You will support the teams with creating and sharing content via our social media platforms. The role is focussed on public facing communications and direct correspondence with audiences, participants and community stakeholders. These might include young people, schools, community groups and local businesses. You will work with colleagues to understand our different stakeholders, and how best to share information about our shows, programmes and opportunities with them. You will work on social media campaigns and content creation, designing and distributing printed media, including flyers and posters, and speak to our communities face-to-face at events and meetings. You will also monitor shared email inboxes, and cascade information accordingly. During the period of engagement you will work on a range of exciting programmes and shows including the launch of Creative Futures 25th birthday year, our flagship talent showcase, Alter Ego and our Nanny of the Maroons related Nannies of Today podcast and showcase.

ABOUT STAGE DOOR

The **Social Media and Content Creation Trainee** role is part of Stage Door 11, a partnership with Good Chance. Stage Door is Good Chance Theatre's flagship programme dedicated to creating bespoke paid trainee opportunities for creatives from refugee and asylum-seeking backgrounds. The programme celebrates and nurtures creative industry professionals while addressing the imbalance of opportunities available to people who have been displaced.

Following the incredible success of Stage Door 10, this traineeship forms part of the development of a new cohort: Stage Door 11. This year, the programme will see 11 traineeships rolled out across the country. As part of Stage Door 11 the **Social Media and Content Creation Trainee** will receive a series of one-to-one wellbeing sessions with Good Chance's Deputy Artistic Director. They will also become part of a cohort of 11 trainees coming together to benefit from networking opportunities, skills development sessions, and masterclasses delivered by Good Chance. Towards the end of their placement, the trainee will also receive three mentoring sessions from a member of Hackney Empire team, supporting them as they reflect on their experience and consider their next steps within the theatre industry.



ABOUT HACKNEY EMPIRE

Designed by Frank Matcham and built in 1901, Hackney Empire is a world-renowned, Grade II* listed, Edwardian music hall, and was recently ranked 1st in Time Out's "11 Most Beautiful Theatres" article.

The glorious and ornate auditorium can accommodate upwards of 1,200 audience members, making it one of the capital's largest venues outside of the West End.

Programme:

Hackney Empire offers a uniquely diverse and dynamic programme that spans a wide breadth and variety of genres – a single week's activities can include anything from theatre, dance, film shoots, opera, community productions and podcasts to performances from the world's best comedians and bands.

We have recently welcomed companies and artists such as Acosta Danza, Ballet Black, the opening run of new West End production I'm Every Woman: The Chaka Khan Musical, James Acaster, Emma Grede, Nish Kumar, Lily Allen, Miquita Oliver, Robyn, Maggie Rogers, Mac DeMarco and The Pogues. We also enjoy production partnerships with The Belgrade Coventry, Bristol Old Vic and English Touring Opera, producing our own critically acclaimed annual pantomime.

Creative Futures:

Creative Development runs through everything we do at Hackney Empire. Our engagement programmes are specifically designed with our local communities in mind, and developed in collaboration with our stakeholders through a range of consultation, partnership working and co-creation. Young people's voices are integrated into programme design and delivery through our Young Producers Programme, Young Board and Trainee programmes. Being deeply connected to our local community, and creating space for participants to tell us what they need from Hackney Empire is central to how we work. Inclusivity and access, collaboration, care and integrity are guiding principles for us.

Our ambitious programme of work has multiple entry points, and we pride ourselves on being able to journey with participants from initial light touch engagement projects in school, right through to professional performance opportunities and leadership roles. We work with primary, secondary, FE and HE settings through our Outreach strand of work; young people aged 14 to 19 and early-career artists through Creative Futures; and older community members through the Hackney Empire Community Choir. We are locally focussed with connections across London and nationwide, ensuring that we are both Hackney specific, and nationally recognised.

All activity is provided free of charge to reduce financial barriers to access.

ABOUT GOOD CHANCE

In a world of entrenching polarisation, Good Chance creates ground-breaking, heart-thumping 'theatre that shakes hands with the world' (Sunday Times).

Founded by playwrights Joe Murphy and Joe Robertson, Good Chance established its first temporary Theatre of Hope, an 11-metre geodesic dome, in the heart of the 'Jungle' refugee and migrant camp in Calais in 2015, promoting freedom of expression, creativity and dignity for everyone. Good Chance now creates powerful and provoking work including *The Jungle*, *Kyoto* and *A Grain of Sand*, and radical acts of solidarity like *The Walk with Little Amal*, *Fly With Me* and *From Here On*. Their work sparks new connections and conversations across divides, through surprise and spectacle. They connect communities through art and explore the big issues of our time, including migration and the climate crisis, to make real change possible. Central to all of this is the development of displaced artists, to become an integral part of the UK's creative ecosystem.

In just a decade, Good Chance has reached over 1.2 million in-person and 550 million digitally all around the world, and they've worked with over 2,000 artists from 52 countries in 904 events across the UK, USA, Europe, Turkey and Algeria.



Key Responsibilities

Key responsibilities include but are not limited to:

- Managing the Creative Futures social media channels, with support and input from the Marketing team and our Young Producers.
- Advising on how best to tell our story and reach different audiences via our public facing channels.
- Creating content for social media channels and our website.
- Contributing to social media campaigns on the wider Hackney Empire social media channels.
- Managing shared inboxes and cascading information to team members.
- Sending communications via text and email to project participants and audiences.
- Assisting with department administration as required.
- Supporting with communications around events and guest evenings.
- Engaging with the Hackney Empire Young Producers, Young Board and Teacher's Network in order to better understand their communication and content needs.



PERSON

SPECIFICATION

This traineeship is offered as a **professional development opportunity** open specifically to people from a **refugee or asylum-seeking background with lived experience of forced displacement**.

You do not need extensive experience to apply, but we do ask that candidates have some experience in content creation and/or digital storytelling. This could be in a professional capacity, through university placements or independent projects.

Essential

The successful candidate will:

- Be enthusiastic and ready to learn
- Have demonstrable experience of creating and editing video content
- Have the ability to tell stories via digital mediums such as video, photo and or/podcast
- Be interested in the arts and community engagement
- Be comfortable with computer-based admin tasks and familiar with Microsoft applications such as Word and Excel
- Be a good timekeeper
- Have the ability to manage their own time and use initiative
- Have good working knowledge of social media platforms such as Instagram and Tik Tok

Desirable

The successful candidate might:

- Have created digital content that is not for personal platforms. This might be for a voluntary or community group, or as part of a course of study
- Have a creative practice that involves storytelling via digital mediums such as video, photo and/or podcast
- Have experience working in an administrative and/or communications role
- Have experience working with children and young people
- Have experience in a customer and/or participant facing role
- Have a creative practice that involves storytelling via digital mediums such as video, photo and/or podcast

We welcome applications from people who currently have the right to work in the UK including those seeking asylum who are permitted to work. If you're unsure about your current work eligibility, we encourage you to contact us for clarification

APPLICATION PROCESS

Application Deadline: Monday 23rd November, 9am

Interviews: w/c 7th December

To apply, please submit the following materials to: recruitment@hackneyempire.co.uk

- A supporting statement - using the person specification as a guide, please outline why you are interested in the post and how your skills and experience meet the criteria for this role.
- Your CV or a list of your experience (maximum 2 pages)
- Confirmation that you fulfil the eligibility criteria with lived experience of forced displacement (i.e. have sought asylum or refuge in the UK)
- Confirmation that you have completed the equal opportunities monitoring form which can be accessed [here](#).
- Where you heard about this role.

Applicants are welcome to submit their applications in a format that is most accessible to them (i.e. a written document, video recording or audio recording).

All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.

If you have any questions, or would like to discuss the role in more detail please email recruitment@hackneyempire.co.uk and include FOA Lorna McGinty in the subject header.