



CANDIDATE INFORMATION PACK

Creative Learning Intern
Closing Date: noon 20 April 2026

GRAND
OPERA
HOUSE

GRAND OPERA HOUSE

Thank you for your interest in joining the Creative Learning team at Belfast's Grand Opera House.

We are a hardworking, close-knit team, made up of people with a real passion for live theatre, customer service, and our beautiful and historically rich venue which attracts over 300,000 theatregoers each year.

As Northern Ireland's Premier Theatre, we are proud to present an unrivalled programme of drama, musicals (many direct from the West End), ballet, opera, comedy, and one of the most successful pantomimes in the UK and Ireland which brings around 75,000 people through the doors every festive season. The Theatre's Studio, with 123 seats, is an adaptable space which showcases the work of local writers, artistes and producers. Beyond the work on our stages, we deliver an award-winning Creative Learning programme which, through our performance programme and colourful heritage and history, connects the Grand Opera House with communities, and schools and colleges throughout Northern Ireland through a range of exciting workshops and events.

The Theatre, which opened in December 1895, benefited from a £12.2 million restoration and development project in 2020/2021, the most extensive work undertaken since the Grand Opera House was rescued from demolition in the mid-1970s, restored and reopened in 1980. As well as returning the auditorium to its original and opulent splendour, the first-ever heritage exhibition celebrating 130 years of the Theatre's rich and colourful history, has also been installed as part of the restoration and development programme.

This is a hugely exciting time to be joining the Grand Opera House, and I wish you every success with your application.

Ian Wilson
Chief Executive



Working at the Grand Opera House

Whether you are a Theatre Host or Technician, Housekeeper or Creative Learning Intern, working at the Grand Opera House is a unique experience.

This is partly because the Theatre's core product changes almost every week outside of the six-week pantomime season. The Grand Opera House's programme moves from West End musical to gripping drama to stunning ballet in successive weeks which means working in a fast-paced, constantly changing, and richly diverse environment.

It is also because everyone who works at the iconic Grand Opera House is a custodian of one of the best-loved and most stunning buildings in Northern Ireland, which has a history as rich and fascinating as the design of its famous auditorium. Few people can say they work in a venue that has been graced by a galaxy of stars including entertainers like Charlie Chaplin, Laurel & Hardy and Morecambe and Wise; actors like Laurence Olivier, Sarah Bernhardt and Ian McKellen; opera singers such as Lesley Garrett, Nellie Melba and Luciano Pavarotti; ballet dancers including Darcey Bussell, Melissa Hamilton, and Carlos Acosta; comedians like Rowan Atkinson, Steve Coogan and Victoria Wood; and film stars including Orson Welles, Roger Moore and Anthony Hopkins.

The Grand Opera House is the largest employer in Northern Ireland's arts sector, and roles at the Theatre cover many different disciplines; from technicians who work behind the scenes on stage and administrative staff who work in the Theatre's offices, to front-of-house hosts and tour guides, and our award-winning Creative Learning team. Whatever the job title, Grand Opera House staff share the common goal of creating unforgettable experiences for theatregoers and making memories that last a lifetime.

The Grand Opera House has charitable status and is governed by a Board of Trustees who work closely with the Chief Executive in overseeing the management and long-term strategies and objectives of the Theatre.

If you think this is the role for you and if you have a love for theatre and are passionate about helping the Grand Opera House realise its ambitions, we'd love to hear from you!

This internship is an exciting and unique opportunity for an individual who is interested in an off-stage career in the performing arts industry. Working across all departments, the successful candidate will gain valuable, hands-on experience, working on both Northern Ireland's largest youth theatre production, and the delivery of the Theatre's Grand Family Festival.

This July, the Grand Opera House will produce a fully staged, large scale production of *Chitty Chitty Bang Bang* with a cast of 110 10–18-year-olds on the Theatre's main stage, and in August 2026, the Grand Family Festival will see over 30 different workshops across six days.

Job Description

The Creative Learning Intern will work as part of the Theatre's Creative Learning team to help prepare, manage and deliver the Theatre's Summer Youth Production, which runs from Saturday 4 to Saturday 18 July 2026, as well as support the Grand Family Festival, which runs from Monday 17 to Saturday 22 August 2026.

Key Responsibilities

Main Duties:

- To provide administrative support to the Creative Learning team in preparation for the Summer Youth Production and the Grand Family Festival, including writing emails, making telephone calls, preparing documents, liaising with artistes and preparing and setting up for events and activities.
- Liaise with participants and facilitators to gather information and ensure the correct paperwork and checks are completed in advance of the Summer Youth Production and the Grand Family Festival.
- Get involved and assist the team with the day-to-day running of rehearsals and performances for the Summer Youth Production.
- Assist chaperones with supervision and activities for participants during rehearsals; and
- Liaise with various departments within the Theatre to help deliver the Summer Youth Production and the Grand Family Festival.

This is not an exhaustive list and other duties will arise that the Creative Learning Intern will be expected to deliver. All staff are required to be professional, co-operative and flexible in line with the needs of the post and the Theatre. For clarification, this is not a performance related role.

Placement Schedule

Detailed below is the intern schedule and the successful candidate must be able to work the days and hours detailed below.

Dates	Days	Times	Activity
8 June - 3 July	Monday - Friday	9.00 - 17.00	Preparation and Planning
27 - 28 June	Saturday - Sunday	10.00 - 13.00/ 13.00 - 18.00	SYP rehearsals
4 July - 15 July	Saturday - Wednesday	9.00 - 17.30	SYP Rehearsals
16 July - 19 July	Thursday - Saturday	12.00 – 22.30 (post show)	SYP Performances
20 - 22 July	Monday - Wednesday	9.00 - 17.00	SYP Debrief
17 - 22 August	Monday - Saturday	9.00 - 17.00	Grand Family Festival

Person Specification

The successful candidate should have a passion and interest in theatre and the performing arts coupled with huge amount of enthusiasm, ideas and energy. They will have excellent administrative and organisational skills, attention to detail and be able to use their own initiative. Good interpersonal skills are essential as they will be expected to work as part of a team and to develop working relationships with the Theatre's staff, facilitators, chaperones and creative learning participants.

Essential Qualifications

- Must be enrolled in a full-time performing arts course or a related discipline or have successfully completed this course in the last two years.
- Must be at least 18 years of age and resident in Northern Ireland.



Essential Experience and Skills

- Administration experience with a good level of computer literacy, including practical use of Microsoft Outlook, Word and Excel.
- Excellent interpersonal skills and ability to work as part of a team.
- Excellent planning and organisation skills and attention to detail.
- Experience of working with young people and children and a good understanding of the safeguarding measures that need to be in place when working with these groups.

Desirable Experience and Skills

- Experience of performing in a production.

Terms and Conditions

This opportunity will be offered on a fixed term contract for a period of 7 weeks from Monday 8 June 2026 to Monday 22 July 2026 inclusive and the week of the Theatre's Grand Family Festival from Monday 17 to Saturday 22 August 2026.

The Creative Learning Intern rate of pay is £12.71 per hour, and averages 35 hours a week across five days, as per the schedule detailed above.

Location: Grand Opera House, Great Victoria Street, Belfast

The Grand Opera House Trust is an Equal Opportunities Employer and all applications for employment are considered strictly based on merit.

Disclosures

The Grand Opera House will seek confirmation that the successful applicant has the right to work in the UK. Any offer of employment will be made subject to verification of the right to work in the UK, receipt of satisfactory references and a satisfactory **Enhanced Access NI Disclosure**. The Grand Opera House's policy on the Handling and Storing of Disclosure Information is available on request from recruitment@goh.co.uk.

Having a criminal record will not necessarily debar you from working for the Grand Opera House Trust. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate or provided directly to us by the Police Service of Northern Ireland. The Grand Opera House's policy on the recruitment of ex-offenders is available on request from recruitment@goh.co.uk.

Applications Process and Timetable

Please complete the online application and monitoring form which is available on the Theatre's website before **noon on Tuesday 14 April 2026**. Incomplete application forms or application forms received after this date will not be accepted.

CVs will not be accepted directly or through referral by a recruitment agency.

The online application form is available at [Careers | Grand Opera House](#)

If you require any reasonable adjustments to support your application, please contact us at recruitment@goh.co.uk

It is expected that assessments for this role will be held w/c 20 April 2026.

Online Application Form

It is important to note that once you start the online application form you will need to fully complete it. You will not be able to save the form and come back to it at a later stage. Therefore, we would encourage you to prepare your answers, in advance of starting to complete the online application.

The online form is split into six sections, personal details, education and training, employment, further information, declaration and monitoring.

Please make sure you have all your personal details at hand including your national insurance number, as well as details and dates of your educational qualifications and employment history before you start.

Within the Education and Employment Section you will be able to ask to explain how your education and experience is relevant to this vacancy. It is important to make sure you provide sufficient details about your education and experience to enable us to assess whether it meets the essential and desirable criteria for this role as noted previously.

Within the further information section, you will be asked to provide specific examples to demonstrate some of the key skills and experience required for this role. Failure to provide sufficient information or detail in this section may mean that we are unable to determine whether you meet the essential criteria and therefore your application will not be shortlisted.

For the Creative Learning Intern role, the questions in the further information section are as follows;

1. Please tell us why you are interested in this opportunity (Max characters: 2000).
2. Please provide details of your administration experience, including computer literacy (Max characters: 2000).
3. Please provide examples to demonstrate your interpersonal skills and ability to work as part of a team (Max characters: 2000).
4. Please provide details of your experience of working with your people and children (Max characters: 2000).
5. If applicable, please provide details of your experience of performing in a production (Max characters: 2000).

Good luck with your application and thank you for your interest in working in the Creative Learning Team at the Theatre.

