

Admin Assistant Student Internship, Residential Performance Company

National Youth Ballet believes that ballet can be for everyone. Our programmes aim to challenge perceptions about what ballet can be and who it is for. NYB has provided transformational opportunities for young people for nearly 40 years to participate in, create and perform classical and contemporary ballet.

Our mission is to bring young people together through creative, joyful and inclusive ballet activities that nurture confidence, skills and positive values. Our vision is that young people are empowered to thrive, shaping the future of ballet and the world around them.

About the Role

National Youth Ballet is looking for a student (aged 18 or over) in further or higher education who can support our team with admin, who is keen to learn new skills in a creative and performance setting.

The admin assistant will join our *Echoes of Tomorrow* team and work under the direction of our Projects Coordinator as part of our 9-day summer residential, and at 4 public theatre performances (see key dates below). This is a brilliant opportunity to be immersed in the heart of a busy and exciting arts organisation, working alongside leading industry professionals, across a range of our different companies and visiting groups.

Patrons: Carlos Acosta CBE, Sir David Bintley CBE, Sir Matthew Bourne OBE, Baroness Deborah Bull CBE, Dame Darcey Bussell DBE, Jayne Cadbury MBE, Reece Clarke, Lauren Cuthbertson, Antony Dowson ARAD, Amanda Fone, Janet Kinson FISTD, Dame Joanna Lumley DBE, Dame Monica Mason DBE, Drew McOnie, Anna Meadmore, Angela Mortimer, Samira Saidi, Dame Antoinette Sibley DBE, Tyrone Singleton, Dr Wayne Sleep OBE, Sir Peter Wright CBE

The work is varied and very busy. We have a company of c.100 performers. As our Admin Assistant, you will need to be hard working, organised and able to think on your feet. You will be liaising with all departments and be a general point of support to each area's administrative needs. Duties can include but are not limited to working with the team on the daily timetable and schedules, working with different departments to to prepare and print any paperwork, supporting the front desk/house parent team, helping with the smooth running of the residential and helping with back stage coordination at the Crescent Theatre and Sadler's Wells Theatre. This role will also have the opportunity to lead on the coordination of our annual choreographic showcase whilst at Elmhurst, with support from the Project Coordinator. The successful applicant will be required to bring their own laptop.

This is a wonderful opportunity to experience and learn more about the reality of working at the heart of an incredibly exciting residential, taking a production from studios to stage. If you enjoy spending time with young people and would be interested in being a part of the NYB team to develop your skills, we would love to hear from you.

Core competencies and duties include:

- interest in the arts and in arts administration
- good organisational skills
- positive 'can-do' attitude and willingness to learn
- good communication skills
- problem solving skills
- experience of working as part of a team with good collaboration skills
- punctuality and attention to detail
- ability to work independently as well as part of a team
- must be computer literate and proficient in google docs and google sheets

- good work ethic
- advocating for NYB values, and abiding by all NYB policies including health, safety and safeguarding.

Key Dates and Locations

1 x 1 hour orientation meeting (online) for early stage planning meeting at a time to be agreed

1 x whole team Safeguarding and Inclusion meeting on Sunday 26 July 2026
9.30-11.30am.

Residential

Friday 31 July - Saturday 8 August 2026 inclusive, a 9-day summer residential at Elmhurst Ballet School, Birmingham

Total: 9 days / 8 nights

Theatre dates

10 August (get-in), 11 August (rehearsals), 12 August (dress rehearsal and evening performance), 13 August (matinee performance and evening performance) 2026 in Crescent Theatre, Birmingham

5 September 2026 all day, in Sadler's Wells Theatre, London

Who Can Apply?

As per the government guidelines on the [Employment Rights and Pay for Interns](#), it is important to note that this is an opportunity only available to students currently undertaking a UK-based higher or further education course. For reasons of safeguarding, we are only able to accept applications from those 18 and above on 31/07/26.

Remuneration

This is a short-term student internship opportunity which is voluntary and therefore unpaid. To address financial barriers NYB will provide the following:

-For residential days, full accommodation and food is provided at Elmhurst Ballet School in their canteen for the total 9 days / 8-nights from 31 July - 8 August 2026

-For the theatre days a per diem will be paid at a rate of £40 per day x 5 theatre days = £200.

-To assist with travel, a one-off flat rate £50 all-inclusive contribution to overall travel expenses

-To assist with accommodation, a one-off flat rate £100 all-inclusive contribution to overall accommodation expenses

How to apply:

If you would like to discuss anything in relation to this application or to find out more about the role, or if you need this information in another format please don't hesitate to get in touch with info@nationalyouthballet.org.

Interested candidates should apply using our [Simplified Safer Recruitment form](#). This is an entry level volunteering role so we do not expect applicants to have extensive experience! Please just do your best to show us how you and your transferable skills meet the core competencies and give examples. Please do not apply if you do not have any relevant skills or if you are over-qualified. This is a student internship. **The deadline for receiving applications is 9am Monday 15 June 2026.** We will select applicants for a short interview in w/c Monday 22 June 2026 with final decision communicated shortly afterwards.

Reasonable adjustments will be made for applicants if required, so please let us know if you have any access or additional needs. Disabled applicants who meet the minimum essential criteria for the role will be offered an interview.

In order to support our work to become a more inclusive environment, we encourage all applicants to complete our [Equal Opportunities Monitoring Form](#).

NYB practises Safer Recruitment. In line with our Safeguarding Policy you will be subject to a DBS check and will be required to watch our NYB Safeguarding Videos and attend a whole team Safeguarding and Inclusion meeting on Sunday 26 July 2026 9.30-11.30am.

NYB Values	
DIVERSE	We make ballet accessible to young people from all backgrounds and levels of experience.
AMBITIOUS	We create bold new works with young people's voice at the heart of our performance and production.
NURTURING	We prioritise the wellbeing and creativity of every dancer, building kind communities where they can be their authentic selves.
CHALLENGING	We push the boundaries of how ballet is created, taught, and experienced, inspiring a more accessible art form.
ETHICAL	We seize every opportunity to champion fairness, equity and the environment to make a positive impact.

Date created: May 2026