

Stiwdio Clwyd Coordinator

Theatr Clwyd | Job Description

Family: Making Team

Responsible for: N/A

Reports to: Director of Stiwdio Clwyd

Grade: OP3

Stiwdio Clwyd

Stiwdio Clwyd is a national development studio that supports theatre-makers across Wales at every stage of their careers. We give artists the space and structure to build skills, try out new ways of working, connect with others in the industry, and develop their craft in an environment that encourages experimentation, collaboration, and play. Stiwdio Clwyd is a home for the artistically ambitious, a space for creative, rigorous experimentation and exploration and a place to play seriously.

Job Purpose

To support and assist the Director of Stiwdio Clwyd and the Stiwdio Clwyd producer (s) through the delivery of effective coordination and administration, enabling the smooth and efficient operation of Stiwdio Clwyd projects to support Welsh and Wales-based theatre-makers.

They will also support the team through identifying avenues for communicating the work, driving traffic to the Stiwdio Clwyd website (www.walesmakestheatre.com) and the creation of social media / marketing / communications content to raise the profile of the work of Stiwdio Clwyd and the wider organization.

DUTIES AND RESPONSIBILITIES

ADMINISTRATION

- Work closely with the Director of Stiwdio Clwyd to deliver the strategic aims and vision for Stiwdio Clwyd.
- Work closely with the Stiwdio Clwyd team to ensure the smooth running of Stiwdio Clwyd's projects and programmes.
- To coordinate room and venue bookings (internal and external) and ensure that the Stiwdio Clwyd team is supported within those venues.
- Overseeing the onboarding of all artists engaged by Stiwdio Clwyd
- To coordinate the administration of all artists engaged by Stiwdio Clwyd
- Responsibility for the administration and logistics of residencies, workshops, on-line events for Stiwdio Clwyd, assisting with the implementation of processes and maintaining accurate records.
- To monitor the Stiwdio Clwyd email and forward to relevant members of the Stiwdio Clwyd team in a timely manner.
- To support the Director of Stiwdio Clwyd and Finance Team with accurate financial administration – including budget monitoring, record keeping, processing orders, invoices etc

- To coordinate, and where necessary write, risk assessments, health and safety information, Work with Me / Access Rider documentation, Right to Work documentation, insurance documentation for all Stiwdio Clwyd projects
- To communicate any access requirements and support required by any artists engaged with Stiwdio Clwyd's work and support the Stiwdio Clwyd team in making reasonable adjustments to support artists.
- Issuing and collating evaluation reports on all work undertaken by Stiwdio Clwyd.
- To collate quantitative and qualitative data and support the Director of Stiwdio Clwyd in writing reports.
- To support and assist with the development, implementation and evaluation of policies, processes and procedures.

COMMUNICATION

- To work with the Stiwdio Clwyd team and Marketing team at Theatr Clwyd to create a marketing strategy and timeline and support with the delivery
- Coordinate email newsletters and using DotDigital to create targeted, dynamic and creative email campaigns
- Assisting with publicity and marketing campaigns for Stiwdio Clwyd work
- Support the team to ensure that the Stiwdio Clwyd website is regularly updated, remains active and meets key targets for engagement. Ensuring that both the static and event pages of the Stiwdio Clwyd website are accurate, dynamic and engagement driven.
- Monitoring, updating and creating content for Stiwdio Clwyd social media channels
- Explore ways of increasing the impact of the Stiwdio Clwyd website.
- Monitor engagement of website and social media channels – for example, through google analytic reporting.
- Assisting with the collation of information for the Fundraising team at Theatr Clwyd

GENERAL

- Where appropriate, coordinate the administration and delivery of projects and events
- Support the Director of Stiwdio Clwyd in the delivery of the vision and strategy
- Maintaining positive relationships with Theatr Clwyd company members, artists, partner organization and all other stakeholders.
- Support the Director of Stiwdio Clwyd in fully integrating the department with the wider Theatr Clwyd programme
- Be an active ambassador for Stiwdio Clwyd at all times, providing the highest level of customer care and promoting the work of Theatr Clwyd and Stiwdio Clwyd.
- Work in accordance with the Guiding Principles of Stiwdio Clwyd and Theatr Clwyd.
- Work in the best interests of the theatre and in accordance with company policies including health and safety, safeguarding, data protection and IT; and ensure all activities are planned in line with company policies.
- Undertake other duties as requested by the Director of Stiwdio Clwyd

PERSON SPECIFICATION

ESSENTIAL

- Demonstrable experience of administration and coordination in an office environment.
- Excellent communication skills, both written and verbal.
- Excellent interpersonal skills, capable of developing effective working relationships with key stakeholders and a range of people.
- Excellent planning and organizational skills with close attention to detail.
- Basic marketing experience or knowledge.
- Confident using social media platforms for business purposes.
- Experience of monitoring budgets and financial administration
- Self-reliant with the ability to work on own initiative, prioritise and manage multiple work streams and meet deadlines
- Ability to apply adaptive and lateral thinking and manage multiple tasks
- Commitment to inclusion and ability to deal sensitively with issues relating to safeguarding, diversity and additional needs.
- Ability to work both independently and as part of a small team.
- Ability to absorb feedback and amend accordingly.
- Confident using technology, including Microsoft Office apps, Microsoft 365

DESIRABLE

- An interest in theatre and the arts
- An appreciation and ability to speak convincingly about artist support and development in the theatre landscape and the work of Stiwdio Clwyd
- Experience of creating content for websites (wordpress), email systems (e.g Mailchimp, Dotdigital), social media (particularly Meta) and creating dynamic content for a range of platforms.
- Experience of using websites and analysing data from websites.
- Experience working with databases/CRM systems
- Excellent numeracy skills
- Spoken and written Welsh
- Full driving license