

# COMPANY COORDINATOR



The Gate Theatre is transitioning out of the Arts Council's National Portfolio and we are developing a new business model for a sustainable future. This means we are an organisation going through operational change, and are seeking someone who with a proactive and practical approach to problem-solving to provide administrative support across the team.

The Gate is also taking part in the Bloomberg Digital Accelerator programme and will be developing our online presence to match and support the evolution of our company, project managed by our General Manager (GM) and the Company Coordinator will ensure the smooth running of the company during this period when our GM's capacity will be reduced.

We are looking for someone with excellent organisational & logistical skills, who has experience in communication management, and is keen to learn about the business side of theatre.

Responsible to: General Manager (GM)

Key Relationships: Executive Director (ED), Producer (P)

## Job description:

### Company Administration

- Support the Gate team in operations and administration including managing suppliers, logistics, artist liaison, financial forecasting, and maintenance, storage and rationalisation of Gate assets.
- Support the General Manager in tasks relating to the Bloomberg Digital Accelerator project plan.
- Deputise for the General Manager on business operations when required.
- Answer phone calls and enquiries during working hours with excellent customer service.

### Audiences

- Manage social media and all marketing communications, ensuring our members and audiences receive regular updates
- Draft and produce content for newsletters, blogs and webpages, with creative flair and a good eye for copywriting

### Business Development

- Support the Executive Director with fundraising administration including prospect research, mailings, and managing the administration of donations and membership renewals.
- Research prospective producing partners and programme opportunities for the new business model.
- Support GM in the set-up of monitoring and evaluation processes for the new Gate business plan.

This list of responsibilities is a guide to the nature of the work required of this role. It is not comprehensive or restrictive and may be reviewed as required. All Gate staff are expected to work collaboratively to undertake any other reasonable tasks for the benefit of the company.

### **Essential skills, qualities and experience**

- An interest in theatre and artist development
- Strong communication skills with a creative eye for copywriting
- Computer literate
- Confident with practical tasks and experience managing suppliers
- Excellent planning and organisational skills
- Attention to detail
- A proven ability to meet deadlines
- A proactive attitude to promoting diversity and inclusion across the sector

### **Desirable skills and experience**

- Experience of using box office and/or fundraising databases, ideally Spektrix
- Experience of social media communications
- Experience in customer service

**Salary:** £30,000/year pro rata.

**Annual Leave:** 22 days/year pro rata

This is a 3 day/week role and a 6-month fixed contract with a combination of remote and in-person working across multiple sites in Camden. Evening and weekend work will sometimes be required. The Gate operates a Time Off In Lieu (TOIL) system.

### **To apply:**

Please email a covering letter (no longer than 1 side of A4) and your CV outlining why you're suited to the role to [jobs@gatetheatre.co.uk](mailto:jobs@gatetheatre.co.uk). Please also complete our Equal Opportunities monitoring form [here](#).

**Deadline for applications:** Wednesday 8<sup>th</sup> November, midnight.

Interviews will take place on Tuesday 21<sup>st</sup> & Wednesday 22<sup>nd</sup> November

Should a second round be required, these interviews will take place on Monday 27<sup>th</sup> & Tuesday 28<sup>th</sup> November

The Gate Theatre is an equal opportunities employer. We are committed to creating a workforce which is representative of our society and to bringing together those with a variety of skills and experiences, to help shape what we do and how we work.

We are particularly keen to hear from candidates from the Global Majority or Migrant backgrounds, candidates with disabilities, those from lower socio-economic backgrounds and those who identify as Trans, Non-Binary and Gender Queer.