

Communications Coordinator

acta is looking for a fantastic new communications specialist to work alongside the artistic team at this internationally renowned community theatre in Bristol.

About acta

For over 35 years, acta has brought positive change to individuals and communities through creative participation in theatre.

We believe that theatre belongs to everyone, and everyone has a story to tell. acta creates a place where everyone's story matters, where individual opinions and experiences count, and are valued by others. We enable communities to share their stories, and engage audiences who rarely attend theatre.

Specifically, we endeavour to create high quality, relevant theatre with vulnerable and socially isolated people from all generations and cultures through an open access and free creative programme which provides positive and enjoyable shared experiences, building friendships and a shared appreciation of common humanity.

Equality, Diversity and Inclusion

Participatory theatre is by its own definition an inclusive way of working. It feeds into every project, every participant, and every performance. Yet, we know there is still more to be done.

We acknowledge that diverse thinking brings benefits to an organisation, and as such we encourage people from all backgrounds, cultures and industries to bring their transferable skills and knowledge to acta.





Our Values



Access & Participation – acta exists to provide access to participation in the arts for the most marginalised and excluded sections of society.

Ownership – acta is committed to co-creation of all artistic product, with participants and professional facilitators sharing equal status.

Excellence – excellence in facilitation, in performance process, in co-production and in the product.

Inclusiveness – acta is committed to providing equality of opportunity to people without privilege, engaging marginalised people and promoting intercultural and intergenerational dialogue through theatre.

Partnership – acta is committed to proactively developing collaborations and partnerships within arts and wider sectors at local, national and international levels.

Valuing people – acta is a caring organisation that listens to and supports vulnerable people, valuing their stories, cultural heritage and life experiences and enabling them to share through making new theatre.



Our Aims

Be a learning and reflective organisation, seeking to influence development of community engaged theatre practice at national and international level.

Produce an ongoing programme of high quality theatre at the actacentre, including national and international guests.

Create original and innovative theatre which voices untold stories and which excites, entertains, enthrals, and moves audiences.

Bring together people from different cultures and generations to share and create work together.

Create opportunities for new participants and workers from diverse communities, while providing a consistent service for existing participants.

Explore and develop new digital-based artistic product through new partnerships.

Change the way people see theatre as an elite and expensive art form; to make it accessible, relevant and fun to the majority of people.



Open Day Invitation

This Autumn, acta will be recruiting for both a new Communications Coordinator and a General Manager.

With these exciting appointments in mind, acta is keen to encourage applications from Black, Asian, and ethnically diverse people, who are not currently represented in the core staff team.

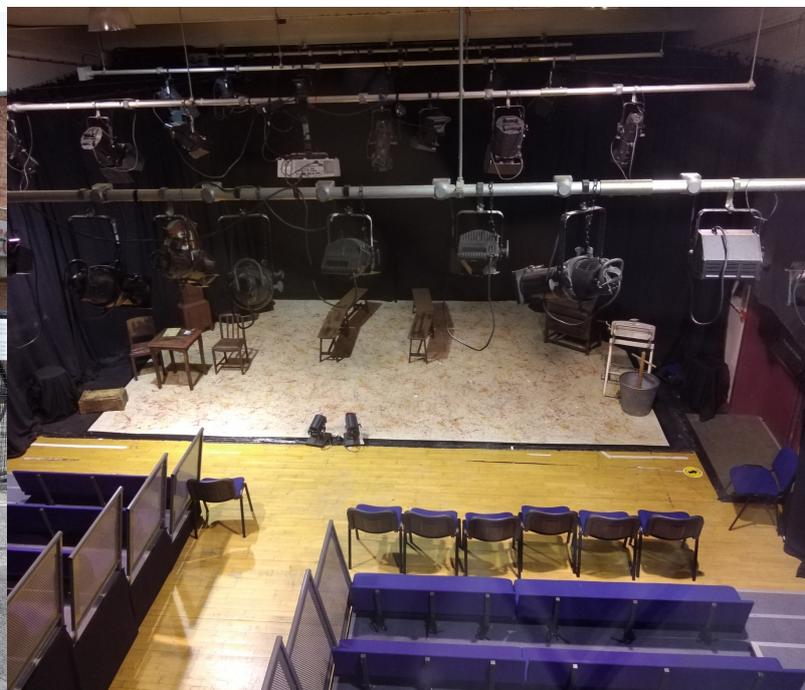
In order to encourage applications from these communities, and other potential applicants who have experienced barriers to developing careers in the sector, the acta team invite you to an Open Day at the actacentre on:

Monday 25th October at 11am-1pm

This meeting will be completely separate from the recruitment process, (in order that selection and recruitment remains fair and in accordance with our equalities framework,) but will offer an opportunity for an informal chat with current Finance and Evaluation Director Helen Tomlin, and other acta team members about the job opportunities.

You will also be able to take a look around the actacentre theatre and work spaces, ask questions, and find out more about the roles and what it's like to work at acta.

Please email helen@acta-bristol.com if you would like to attend the open day.



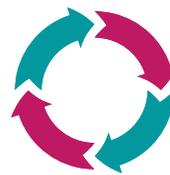
What will you be doing?

As Communications Coordinator, you will play an integral part in helping the organisation reach as many people as possible.

This is a full-time position for a core team member working closely with and supporting the small artistic team, to deliver acta's busy programme of community theatre workshops and shows.

You will take lead responsibility for marketing all of acta's shows and participatory activity.

You will also be responsible for Audience Development which sits within the acta programme as part of our cycle of engagement.



Summary of responsibilities

- To work with the core staff team to **co-ordinate all acta communications:** including website, social media, telephone and users of the acta centre
- **Graphic design** and programme marketing for audiences & participants
- **Front of House** management of shows and events

Contract Terms & Conditions

- Based at the actacentre, 38 hours weekly (includes some evenings and occasional weekends - Time Off In Lieu (TOIL) is permitted, but no overtime)
- Flexible working hours
- Salary: £25,750 pa (job scored on 120 points, acta job evaluation framework)
- Probationary period of 3 months.
- 30 days annual leave (excluding public holidays)
- NEST pension scheme.



Full Job Description

Graphic design & print production – to design images for marketing public performances, including design of show programmes, both electronically and on occasion, print. Where print is necessary, to organise print production and distribution.

Audience engagement – to help shape and work with audience development and engagement strategies to market acta shows, participation projects and events.

First point of contact for acta – telephone & and reception duties: to deal with a wide range of enquiries, including box office, actacentre users, potential participants and service contractors; this includes forwarding messages to colleagues as appropriate.

Website – to manage existing information and create new content for website posts, including planning best use of photographic images and film, as well as monthly newsletter. To lead on the development of the new acta website.

Social Media – to manage company social media profiles, which currently include Twitter, Facebook community page, Instagram and LinkedIn.

Documentation – Coordination of photographic documentation of each show, including liaison with artistic team to book photographer, select photos and management of Flickr archive.

Calendar – to coordinate Company calendar of workshops, shows & events programme alongside other actacentre hires.

Box office management – To act as Front of House Manager for acta shows (up to 50 performances pa) – includes managing a volunteer team to conduct box office, programmes, theatre bar & ice-cream sales.

Company meetings – To attend and report progress to weekly company meetings.

Other – All other duties that might be shared with colleagues to ensure the smooth operations of the Company; making best use of the actacentre, working in accordance with Health and Safety policy, taking part in training, personal development and learning opportunities, and working within acta policies and plans (includes equalities and diversity policy) and in accordance with acta values.

Person specification

Essential

- Excellent verbal and written communication skills, including an ability to relate to a wide range of different people as appropriate.
- Graphic design experience, and a flair for design.
- Teamwork skills – ability to motivate and enthuse others, and to build strong relationships with others, both internally and externally.
- Relevant experience and knowledge in marketing and communications, including a basic understanding of marketing principles.
- Ability to plan audience development and engagement strategies in support of acta vision and aims.
- Ability to work on own initiative, prioritise and manage workload, and to work on own for some of the time.
- An ability to create and edit content, including a proven track record in gathering and sharing information.
- Knowledge & experience of using social media to market events.
- Excellent IT skills, ideally both PC and Mac, including Microsoft Office, Adobe Photoshop, WordPress, Mailchimp and basic web analytics.
- A demonstrable commitment to acta’s vision and values, including an excellent level of awareness and understanding of equalities issues.

Desirable

- Some experience in producing projects, or assisting in theatre or arts projects, ideally including experience of working within the voluntary sector.
- Some experience of managing volunteers or other people..



How to apply

Please read the job pack above, and if you have further questions or would like an informal chat about the job, contact Oliver Jones for further information.

Submit your completed application to oliver@acta-bristol.com, as **three separate documents**:-

- 1) **Cover sheet** – Name, contact details, and any access requirements if shortlisted for an interview.
- 2) **Main application** (NB please do not include your name and contact details on this document) – All relevant education, training and employment history, together with a detailed description as to how you meet each of the criteria listed on the Person Specification above.
- 3) **Equalities Monitoring Form** – please download this form from the acta website, complete and return with your application. See www.acta-bristol.com/news to find the job advert.

Deadline for applications- 12pm Mon 1st November, 2021

All applications must clearly state how you meet each of the criteria listed on the Person Specification. Please note that acta operate an equality opportunities recruitment framework, so you will be shortlisted according to the extent to which you meet the Person Specification. **Applications made by CV only will not be accepted.** Interviews will be at acta centre in the week of 8th–12th November 2021.

We are committed to ensuring that the interview process is accessible to all shortlisted candidates. (Further details on the interview process will be made available at the shortlisting stage, but please do contact us at any point if there is anything we need to do to ensure the recruitment process is accessible to you.)

We will be recruiting in accordance with our **equality and diversity recruitment procedures**, so will be making opportunities available to all applicants on a fair basis. However, we are keen to recruit employees who are representative of the diverse cultural backgrounds of our participants, and encourage applications from Black, Asian and ethnically diverse people and/or people living with a disability, who are under-represented in the existing staff team, for this significant post. We would also consider applications for job sharing.

We believe that the information included in this job pack, together with the acta website, should be sufficient for applicants to make their written applications. However, if you do have a particular unanswered question at this stage of the process, please email oliver@acta-bristol.com.

