

# **Theatre** **Rites** **PROJECT CO-ORDINATOR (part time)**

We are looking for an enthusiastic, motivated and exceptionally well organised Project Co-ordinator to come and join our small and very industrious team in Hoxton. You must have excellent administrative skills, be a good team player, with great attention to detail and love a challenge.

Duties include daily office administration, coordinating auditions and research and development processes, developing our digital media, working with the team to support rehearsals and overseeing accommodation and travel for UK and international touring.

Theatre-Rites consistently works across artforms with a diverse range of artists and organisations. We are looking for somebody with a passion for the arts and a commitment to ensuring young audiences have access to the best quality theatre possible.

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## **HOW TO APPLY FOR THIS POSITION**

**The closing date for applications is 5pm Monday 25<sup>th</sup> November and interviews will be held in London on Thursday 5<sup>th</sup> or Friday 6<sup>th</sup> December.**

Please make sure you have read the information pack thoroughly before applying.

When you are ready to make an application, please download the application form **HERE** and equal opportunities monitoring form **HERE** and once completed email it to [cv@theatre-rites.co.uk](mailto:cv@theatre-rites.co.uk)

or if you prefer you can send us a video responding to each question asked on the form (no longer than 5 minutes long).

**It is our responsibility to ensure that the application process is accessible, so if you require any information in a different format or if the application process presents barriers to you, please contact [john@theatre-rites.co.uk](mailto:john@theatre-rites.co.uk)**

**We will let shortlisted candidates know by Thursday 28<sup>th</sup> November.**

We will invite a maximum of 6 people to interview, and interviews will take place at our office in London (or on Zoom if necessary):

Unit 3, The Energy Centre, Bowling Green Walk London N1 6AL

The office space is usually fully accessible however the lift is currently out of order. If this presents problems for any shortlisted candidates, then we will arrange an alternative space for the interview.

## **ASSESSMENT PROCESS**

Applications will be anonymous. They will be assessed by the Executive Producer and Project Manager. They will be scored against the Essential requirements as outlined in the Person Specification and on how you address your ability to take on the main responsibilities as outlined in this pack. A shortlist will be made of the highest scoring applications, and it is likely that this will number more than 6.

To make our final selection of who to interview we will assess their scoring against the desirable requirements.

## Theatre-Rites Job Description

Job Title: Project Co-ordinator

Line managed by: Executive Producer

Office Hours: We offer a hybrid work schedule which must include a minimum of 2 days in the office for any part time post (3 or 4 days) and a minimum of 3 days for any full-time post. All staff work in the office on Mondays and then choose their additional office days themselves. In the office we work 10am to 6pm, although a degree of flexibility is needed e.g. for attending evening and weekend shows.

Salary: £ 27,500 pro rata (this is a part-time post, 3 days a week - there may be an opportunity to increase the number of days in the future).

Benefits include: Contributory Pension Scheme; training and development opportunities; Annual Leave (25 days per annum pro rata)

Probation Period: 3 months

Notice Period: 2 weeks during probationary period, 2 months thereafter

**Outline of Responsibilities:** to provide administrative support to the Theatre-Rites' office and to work with the team in effective planning and delivery of the programme of activity.

## **Key Responsibilities:**

### **Administrative Support**

- To be the first point of contact in the Theatre-Rites office, dealing with telephone enquiries, checking general emails
- Maintaining and updating the Team schedule, arranging meetings
- To ensure the efficient running of the Theatre-Rites office

### **Casting**

- In consultation with the Artistic Director, to research casting of Theatre-Rites' shows
- To co-ordinate and manage auditions
- To actively seek out and research interesting artists and possible new collaborators

### **Rehearsals and Touring**

In consultation with the Project Manager, to undertake project-related support as required, including:

- Booking rehearsal space and organising practical arrangements for rehearsals
- Ensuring cast and stage managers have been DBS checked
- Preparing ITC/Equity contracts
- Booking accommodation and organising travel
- Co-ordination of complimentary tickets in liaison with venues

## **Research and Development**

- In liaison with the team, co-ordinate R&D weeks, including booking of space, contracting of performers and stage managers
- Ensure that each R&D is filmed and edited versions appropriately distributed
- Liaise with any support staff attached to the R&D

**Puppetry Training** (when schedule allows, we usually deliver two 2-day puppetry training workshops per year)

- Lead on the smooth co-ordination and scheduling of training
- Identify any particular artform or geographical area that would benefit from puppetry training

## **Digital Media**

- To work on social media strategies attached to each production, and to ensure a constant multi-platform dialogue
- With the team to be responsible for ensuring the company's website is up to date
- To oversee Theatre-Rites' computer network and organise external computer support where necessary.
- To maintain and update Theatre-Rites' databases

## **Marketing and PR**

- To contribute to the overall marketing of Theatre-Rites
- In consultation with the Executive Producer and Project Manager, to undertake project related marketing including collating material for current show programmes, distribution of tour print and web updates.

- To keep updated, and to distribute, company promotional material
- To provide support for any special events for VIPs
- To organise and maintain print and media archives

### **Research and Fundraising**

- To undertake research relating to current concerns / interests of the company e.g. into venues, sites, art-forms etc

### **Board**

- To make practical arrangements for Board meetings and to service the Board by preparing papers, writing minutes and distributing papers.

### **Meetings and Performances**

- To attend Theatre-Rites' team meetings
- To represent Theatre-Rites at external meetings as required
- To attend Theatre-Rites' performances and events

### **Company Policies**

- To adhere to the company's policies on Health and Safety, Child Protection and Equal Opportunities

### **Other**

- Other tasks as required by the Artistic Director or Executive Producer

## Person Specification

### Essential:

**You will be enthusiastic, with a positive energy and approach to your work. You will be experienced and highly motivated, with excellent organisational skills and the ability to work both in a very focused manner and, when necessary, have a big picture approach to problem solving.**

### You will also have:

- Previous experience working in an administrative capacity
- Strong interpersonal skills
- Excellent oral and written skills with the ability to present information clearly and concisely
- The ability to prioritise flexibly and manage time efficiently
- A thorough approach to your work and a keen sense of attention to detail
- Excellent organisational skills and an ordered and neat approach to office management
- Strong digital skills and experience of creating and implementing social media content
- An ability to work on your own initiative and as part of a team
- Commitment to equal opportunities and understanding of access and diversity



**Desirable:**

- Film editing skills
- Experience of using the ITC/Equity contract
- Familiarity with touring
- Knowledge of outdoor touring
- Knowledge of international touring
- Previous experience of delivering site-specific work
- Knowledge of the puppetry sector

## **THEATRE-RITES**

Award-winning theatre company Theatre-Rites is a field leader in puppetry and the creation of cross artform theatre and site-specific, immersive experiences.

Acclaimed nationally and internationally, our touring productions and site-specific works stir the imagination and stimulate thought. We specifically promote understanding and enjoyment of 'object-led' theatre and celebrate the power of visuals, puppetry and animation by working in genuine collaboration with designers, visual artists, film-makers, puppeteers, musicians, composers, actors and dancers.

We are celebrated as a company who make theatre for children, but our work is accessible to all, and we believe children should be offered theatrical experiences that are challenging and inspirational. We create theatre with the same high-quality production values and integrity of content as the best adult theatre.

Since 1995 we have pioneered cross-artform theatre for children and family audiences, revolutionising original, non-adaptive theatre for the under 5s and improving production standards in theatre for 5 - 11s. We've also pioneered a unique programme of development, training and co-creation activities.

"Theatre-Rites, a company of genuine originality and flair" The Guardian

## **STAFFING STRUCTURE:**

Artistic Director:	Sue Buckmaster (full-time)
Executive Producer:	Claire Templeton (full-time)
Project Manager:	John Johnston (full-time)
Project Coordinator:	(part-time)
Bookkeeper:	Lukas Angelini (one day per week)

We ensure that our creative teams for each project are identified and employed well in advance, and we always employ highly skilled and experienced freelance production managers and stage managers for each production. They oversee all technical aspects of a production.

Theatre-Rites is a registered charity and a company limited by guarantee. Theatre-Rites is an Arts Council National Portfolio organisation with funding secured until April 2027.

## **OFFICE INFORMATION:**

Theatre-Rites is based in Hoxton: Unit 3 The Energy Centre, Bowling Green Walk, London N1 6AL. We are an 8-minute walk from Old Street, 10 minutes from Hoxton Overground and 16 minutes from both Liverpool Street and Moorgate. The building is accessible, but the lift is currently out of order.

For further information please visit our website: [www.theatre-rites.co.uk](http://www.theatre-rites.co.uk)

## **CURRENT PROJECTS**

### **1. Training and Mentoring Programme 2024/25**

Theatre-Rites is currently offering a series of activities as part of our Training, Mentoring and Consultancy Programme with the aim of:  
strengthening puppetry as a contemporary artform  
strengthening the Artist and the Idea

This includes

- 2-day puppetry training workshop in October 2024
- Puppetry & ... a series of on-line puppetry conversations focusing on different themes throughout Autumn/Winter 2024
- Free mentoring sessions with Sue Buckmaster for 4 Lead Artists who have ideas for making work for children
- Training for Further Education Organisations: Sue Buckmaster will work with MA Students at Central School of Speech and Drama

### **2. Something In The Air**

Co-production with Schauspielhaus Bochum, Germany

A form-experimenting production with no words, the show explores our relationship to air in an almost futuristic, otherworldly setting. This production remains in Schauspielhaus Bochum's repertoire with performances throughout the year.

### **3. New dance puppetry production - touring 2025**

A collaboration with Cuban choreographer and dancer Miguel Altunaga.

In 2023 Theatre-Rites supported a week of r&d with Miguel, puppeteers and dancers to explore how to connect the worlds of puppetry and dance with symbolic tales and characters.

The production is inspired by Miguel's Yorubic culture; by ceremonies, tales and traditions from Nigeria, to Cuba, to the UK focusing on two symbolic characters. This will initially be an outdoor touring production.

### **4. New collaboration with Gregory Maqoma - 2026**

A collaboration with award-winning South African choreographer Gregory Maqoma. This new immersive production will give young people the opportunity to engage with prominent conversations in the political and visual arts worlds; an opportunity to ponder on post-colonial issues around the caretaking and meaning of sacred objects.

#### **4. Research and Development weeks 2024 to 2026**

Each of our productions is created through a series of devising weeks, where the creative team and performers “play” together. Over a 12-to-18-month period each production will usually have 3 or 4 devising weeks prior to the rehearsal period. In addition to the above projects, we will also be researching a new project which explores the duality of the self. What pulls us in different directions? What divides us within ourselves and leads to divisions outside? Explored through different gazes such as gender, age, culture and health - what is it that makes us confused, pulled in different directions and how can puppetry help us find visual metaphors for this experience?