IT Coordinator

Northern Ballet is a powerhouse for inventive dance, creating and touring narrative dance at various scales nationally and internationally. Bold and confident in our approach, we engage, involve and move our audiences. We reach a diverse range of people through passionate storytelling, a mastery of classical dance technique and an absolute commitment to our leading role as an international ambassador for world-class dance.

Whether based on tour, or at Northern Ballet HQ in Leeds, a career with us allows you to become part of an ambitious world-class arts organisation.

# The Role

We are seeking a skilled IT Coordinator to join our team, where you’ll ensure the seamless operation of our IT systems and networks. Your work will underpin our ability to perform, inspire, and engage, both on stage and behind the scenes.

In this vital role, you’ll combine technical expertise with a flair for problem-solving and a commitment to exceptional end-user support. As an IT Coordinator, you’ll:

* Maintain and enhance our IT infrastructure, ensuring all systems operate efficiently.
* Provide hands-on support to colleagues, addressing IT challenges with speed and precision.
* Work collaboratively across the organisation to support our ambitious artistic and operational goals.

This is your opportunity to bring your technical skills to a creative and dynamic environment where your work will make a meaningful difference every day.

# What We’re Looking For

# Essential Criteria:

* Proven experience in an IT Coordinator or similar role.
* Familiarity with network management and help desk support.
* Strong knowledge of IT systems and applications.
* Understanding of TCP/IP protocols and LAN/WAN configuration.
* A problem-solver with the ability to troubleshoot and repair technical issues.
* Excellent communication and interpersonal skills to build effective relationships across the organisation.
* Great attention to detail, alongside strong organisational and coordination abilities.

# Desirable Criteria:

* A BSc/BA in Information Technology or Computer Science or equivalent, or other relevant experience
* Certifications such as CompTIA Network+ or Security+ or equivalent are an advantage.

# Job details

Pay: £27,000 - £30,000 Per annum + Excellent Benefits

Hours: Full -time 35 Hours Per week

Contract: Permanent

Location: Leeds

Closing date for applications: Monday 24 February 2025 at 17.00pm

Interviews will take place in Leeds: WC 3March 2025

# How to apply

Please send an up-to-date CV and covering letter outlining your experience to recruitment@northernballet.com or if you would like to discuss the role further, please contact David Fodden, our IT Manager on 0113 220 8000.

Northern Ballet strives to understand, respect and champion diversity in all its forms and believes in embracing diversity within our workforce, repertoire and practices. Therefore, we support and encourage people from a variety of backgrounds and experiences to apply. As part of our commitment to the disability confident employer scheme, we guarantee to interview disabled applicants who meet the essential criteria for our vacancies.

If you require any adjustment during any stages of our recruitment process, please contact recruitment@northernballet.com and we will be in touch with you to make the necessary arrangements. Some examples of adjustments could include sending documentation in alternative formats such as large print, braille or audio. Adapting the environment for the interview or allowing additional time for you to answer questions.