



**Job Description: Digital and Communications Project Manager**

**(Initial 12-month full-time contract: ideally to start by 1 February 2019)**

**Department** Communications and Digital

**Reporting to** Chief Executive

**Salary** £30,000

Northern Ballet is substantially expanding its digital programme of work, reaching more people than ever before across several platforms, in the UK and internationally, including cinema, television and online. Additionally, 2020 will see the Company celebrate its 50<sup>th</sup> anniversary.

We are looking for someone with strong project management skills to work alongside the Chief Executive in the execution of several exciting and complex projects relating to the digital programme of work and the anniversary.

These projects are varied and complex, and you will be handling several elements of multiple projects at any one time. You will be the main point of contact and information for all the organisation's digital projects, for both external and internal stakeholders.

You will work closely with the Communications team to ensure appropriate measures are in place for the launch and ongoing promotion of various projects.

You must have previous experience handling projects of a similar scale, and an understanding of digital projects, particularly in the arts, would be a strong advantage.

**The nature of the projects includes:**

- The live streaming of main scale work into UK and international cinema
- The distribution of pre-recorded main scale work into UK and international cinema
- The distribution of pre-recorded children's work into UK and international cinema
- Pre-recorded screenings of work as part of major festivals
- The broadcast of children's and large-scale work onto television, within the UK and internationally
- The online distribution of short dance films (2-3 per year)
- DVD and Blu-ray releases of digital works
- 50<sup>th</sup> anniversary projects

**Key responsibilities:**

**In consultation with the CEO:**

- Take overall responsibility for the delivery of various digital and anniversary projects, ensuring project plans, timelines and budgets are delivered effectively, and that projects remain in-line with the company's digital strategy and pre-agreed activities
- Monitor the overall budget for digital activities, ensuring best value for money from suppliers and that projects remain within budget
- Organise and manage the capture of additional footage to accompany the digital work including: creating briefs for content; liaising with the artistic team to ensure quality is

maintained; selecting and managing suppliers such as film makers, producers and studios; arranging film shoots and being on hand to oversee the smooth running of these and managing the amend and sign off process of such content with multiple stakeholders

- Liaise with the Artistic Director of Digital to bring to life his plans for short films for Northern Ballet's digital platforms including; ensuring films are on time and within budget; assisting with the logistical organisation of film shoots in house and on location and supporting the recruitment and contracting of freelance artists such as filmmakers and choreographers
- Liaise with our distribution partners (cinema, TV, online) on the delivery of our live and recorded broadcasts including; maintaining open communication with all key stakeholders; agreeing and delivering against an overarching project management plan ensuring this is kept to by all stakeholders; managing external stakeholder requests for information and assets and acting as a conduit between the distributors and Communications to ensure the timely delivery of all relevant communications assets.
- Work closely with film and television production companies on the capture of Northern Ballet productions including; identifying and appointing production companies and freelance staff; obtaining and approving budgets; facilitating recces and managing seat hold requirements for captures; acting as a liaison between filming venue and production company; updating internal stakeholders; ensuring internal film staff are in place for filming days if required and managing the approval and delivery process of final capture
- Work closely with the Communications team, specifically the Senior Communications Manager: Marketing, to ensure they are aware of and able to deliver all communications requirements for each project, are in contact with the relevant external contacts and constantly informed of shifting timeframes to enable them to successfully integrate digital messages into wider communications campaigns
- Work closely with the Communications and Development teams to ensure supporter requirements are adhered to
- In consultation with the Senior Communications Manager: Marketing work closely with the Design and Digital team on the delivery of animated elements of cinema projects
- Act as the main point of authority on the Company's digital programmes, sharing relevant information with key departments in a timely manner to ensure they are well informed and able to maximise opportunities around such projects
- Lead on and support the delivery of non-digital 50<sup>th</sup> anniversary projects
- Any other duties as necessary for the effective delivery of the role

## **Person specification**

### **Essential**

- Substantial experience managing complex, multi-stakeholder projects with the ability to juggle multiple elements of several projects at any one time
- Strong time management and organisational skills

- Experience engaging with internal and external stakeholders at all levels, managing stakeholder expectations and requirements whilst ensuring Northern Ballet's objectives for each project are met
- Experience in overseeing digital content production, including the creation and distribution of complex schedules; the creation of briefs and the management of external agencies and internal staff
- Excellent communication skills with an ability to talk about the range of projects knowledgeably and with clarity
- Strong diplomacy skills
- A strong sense of initiative and an ability to work independently
- Experience working with external agencies and freelancers such as filmmakers and production companies
- Experience managing budgets
- An ability to work as part of a team
- Strong IT skills including excel, word and outlook
- An appreciation of the role of live to digital projects in the context of a live performance company

### **Desirable**

- Experience of managing live to digital arts projects including cinema and TV broadcasts
- An understanding of working with cinema distribution companies
- An understanding of working with TV broadcasters
- A knowledge of the operating practices of an arts organisation, its timelines and restrictions and complexities around scheduling
- Experience working within or alongside a communications department
- Experience creating, reviewing and interpreting contracts and agreements

**Closing date** 9am Friday 14 December

**Interview date** Thursday 20 December

For a confidential discussion about the role please contact Emma Mooney, Director of Communications [emma.mooney@northernballet.com](mailto:emma.mooney@northernballet.com)