



Job Description: Communications Coordinator

Contract: 8 months

Responsible to: Senior Communications Officer

Purpose of the role

Northern Ballet is one of the UK's foremost ballet companies. Based in Leeds but touring nationally and internationally, the Company is renowned for bringing famous and unexpected stories to life with its inspiring blend of classical ballet, live music and drama. In addition to its extensive live tour the company also has a rapidly growing programme of digital work including ballets in cinema, on TV and online.

Northern Ballet's Communications & Digital department is responsible for promoting the entirety of Northern Ballet's live and digital offer, as well as supporting the work of the whole organisation including the Development, Academy and Learning teams. We are also responsible for the promotion of the Stanley & Audrey Burton Theatre, a 230-seat studio theatre showing a range of dance and family performances, situated within our landmark building, and for supporting the work of Leeds Dance Partnership.

The Communications Coordinator will play a pivotal role within this fast paced and innovative team, supporting the wide range of activity undertaken by the department.

Who we are looking for

This role is a great opportunity for someone looking to develop a career in Communications. Working with an award-winning team in one of the UK's most inspiring arts organisations this is a fantastic opportunity to hone your communications skills and knowledge and kick-start your career.

If you have the relevant expertise to undertake this role and are passionate about a career in communications and the arts, we would love to hear from you.

Key responsibilities

In consultation with the Senior Communications Officer:

- Take responsibility for managing department artwork deadlines, including obtaining sign off from senior staff and ensuring specs and delivery requirements are met
- Prepare artwork briefs as requested by colleagues, liaising with venue staff and external agencies. This may include press ads, direct mails, posters, digital adverts and emails.
- Supporting the delivery of communications requirements for wider business needs including the Development, Learning and Academy departments
- Assisting with the logistics and delivery of Communications activity

- Ensure that financial systems and purchasing procedures are followed, including the creation of purchase orders
- Assist with migrating content to the new Northern Ballet website
- Compile evaluation information for national tour venues, using Microsoft Excel to analyse and present information as required
- Be the first port of call for statistics requested from colleagues within the Communications department, and other departments
- Collate stats from Northern Ballet's newsletter and circulate monthly reports to the Communications department

Additional responsibilities

- Oversee the creation of selected marketing materials from beginning through to completion
- Collate content for Northern Ballet's monthly email newsletter
- Help to ensure the Northern Ballet website is kept up-to-date and accurate, using the content management system to update content when required
- Undertake any other activity required to ensure the successful delivery of the Communications strategy as appropriate
- Collate and distribute press cuttings and manage the press coverage database

Essential criteria

- Excellent written and oral communications skills
- Excellent organisational skills and the ability to multi-task, supporting a range of people within the communications team
- Experience of using Microsoft Excel, Word and Outlook
- Some experience working in marketing
- Good interpersonal skills and the ability to work in a team in a supportive role
- Proof-reading skills and a high level of attention to detail
- An excellent work ethic and positive attitude to work
- Experience of working in an office environment
- A proactive approach and an ability to predict and respond to the needs of the department
- A professional demeanour
- An interest in the arts

Desirable criteria

- Some experience of working with website content management systems
- A marketing qualification
- An understanding of design production and approval processes
- Experience of working in an arts environment

Salary: £16,000 per annum, pro rata to the length of contract

Contract: 8 months

Hours: Full time, 35 hours a week. Office opening hours 8.30am – 6pm

Annual leave entitlement: 20 days plus bank holidays

Closing date for applications: Tuesday 19 March at 10am

Interviews take place: Monday 25 March in Leeds