DISCARDED NUT THEATRE CIC

JOB DESCRIPTION

Post: MARKETING & PRODUCTION ASSISTANT (KICKSTART)

Responsible to: CHIEF EXECUTIVE, MARKETING DIRECTOR/ARTISTIC DIRECTOR

Key Marketing Responsibilities

* To act as the first point of contact for the Marketing Team including dealing with email enquiries, phone calls, and responding to press requests
* To support the smooth running of all administrative aspects of the Marketing Team, including keeping show folders up to date, keeping the marketing print store in order, archiving digital and print materials, updating Front of House marketing materials and signage, and updating online listings information
* To attend and assist at Press Nights and other Marketing & Communications events
* To coordinate and attend meetings where necessary, taking minutes and distributing promptly
* To assist with social media content generation and captioning of digital content by attending rehearsals, productions and other events taking place at The Nutshell
* Additional duties on specific projects and productions as may reasonably be required

Key Production Responsibilities

* Working with the Artistic Director to provide administrative support to the delivery of projects across the programme, including DNYT productions, and visiting work as well as dealing with email enquiries, phone calls, and welcoming visitors to the Nutshell
* To support the smooth running of all administrative aspects of the engagement work including DNYT paperwork, contracts, DBS Checks, first aid, booking of space, upkeeping data for practitioners, schools, participants.
* To prepare resources for sessions including registers, scripts and equipment
* Work collaboratively with the creative teams of DNYT Acting and Musical groups at rehearsals and workshops, to motivate and encourage young people to engage with their group.
* Work collaboratively with the creative/production teams of DNYT Acting and Musical groups to bring together technical/stage management elements of the productions including creating and updating props/costumes lists, sourcing props/costumes, and helping create the set.
* Attending programming meetings and being a part of the creative life of The Nutshell through the opportunity to read/watch/report on scripts, sharing and live performances
* Additional duties on specific projects and productions as may reasonably be required

Organisation Wide Responsibilities

The following responsibilities are shared by all staff members of Discarded Nut Theatre CIC:

* To work for the benefit of the whole organisation
* To comply with all DNTCIC policies including Equality and Diversity, Health & Safety, Safeguarding, and other policies included in the Staff Handbook
* To attend regular staff meetings and other departmental meetings that may be arranged
* To keep up to date with the activities of the organisation
* Undertake additional duties as may reasonably be required

About You

You must demonstrate the following skills and characteristics:

Essential

* An interest in the performing arts, the arts and working with people and young people
* Good written and verbal communication skills
* Well organised with good administrative and IT skills
* Able to prioritize your workload to account for multiple projects and busy periods
* A team player, capable of working under your own initiative when required
* Personable, adaptable, kind, and flexible and willing to work on evenings and weekends if required
* Experience of working with young people
* A belief in the potential of young people and the ability to build a rapport with people of all ages.
* A willingness to take responsibility for delivering a safe experience and environment for participants and audiences
* Experience of working with community groups
* Social media experience
* Enhanced DBS
* Car driver with clean licence

Beneficial

* Experience of using drama in a community environment, i.e. schools, youth groups etc.
* Working collaboratively with colleagues to achieve successful and constructive results

We look for employees to show the following characteristics

* *Trust-building*: Works hard to build trust with all people they engage with on behalf of Discarded Nut Theatre CIC. Brings people to form a close-knit company.
* *Responsibility-taking*: Takes responsibility for actions and attitudes. Identifies problems, offers solutions.
* *Understanding, equality, and empathy*: Works to understand others – their strengths, fears and needs. Ready to stand up for someone who is different.
* *Commitment*: Represents and reinforces the ethos, policies, and reputation of Discarded Nut Theatre CIC - particularly through creating fun, creative and safe environments.