

Communications Co-ordinator



We are looking for a brilliant and energetic Communications Co-ordinator to become a part of the Fuel team.

The Communications Co-ordinator is a new role within the organisation, which includes managing our website, all databases of the organisation as well as delivering our marketing and communications strategy.

Like all Fuel staff, the Communications Co-ordinator is expected to promote and maintain an organisational culture which values the highest standards of performance, in delivering the artistic vision and in management practice, and to remain true to the company's core values of curiosity, trust, collaboration, learning, representation and creativity.

This is a permanent part-time position with a three-month probationary period. We will consider flexible working for the right candidate.

Closing date: 10am, 3rd February 2020

Interview date: 6th February 2020

About Fuel



Fuel leads the field in independent producing in the UK's live performance sector. We work with brilliant artists to enable them to share their vision with audiences.



Our strengths include:

- the reach of our programme, which is presented all over the UK and internationally
- our distinctive and celebrated approach to artist development
- our experience across a broad range of art forms
- our building-free model and approach to collaborative partnerships
- our commitment to and experience of growing new audiences for our work and for contemporary performance more widely.

We produce an adventurous, playful and significant programme of work- live, digital, and across art forms – for a large and representative audience across the UK and beyond. Through this we transform our national and global outlook and impact, engaging with the big questions of our times, creating experiences that change us and in turn empower us to change the world around us.

Our work is underpinned by the following core values:

Curiosity, Representation, Trust, Creativity, Collaboration and Learning

Responsible to: Head of Programme

Key roles and responsibilities:

1. External: Website, Social Media & Other Communications:

- Updating website on at least a weekly basis: liaising with producing team to collate content for updates as well as drafting weekly news story.
- Managing and tracking Google Analytics data for all Fuel's digital channels and reporting on it with explanatory commentary.
- Liaising with website developers for any structural updates of Fuel's website.
- Designing and implementing a digital engagement strategy, in collaboration with the Head of Programme.
- Updating our social media channels daily and scheduling updates on hootsuite.
- Drafting and sending Fuel's newsletter on a quarterly basis, in close communication with the producing team and Head of Programme.
- Supporting the Director and Head of Programme with season announcements.
- Designing and drafting all Fuel-specific print materials (including company postcards and invitations).

2. Internal: Databases & Relationship Management:

- Working with the operations and producing teams to ensure all databases are up to date (including audiences, programmers, donors and prospects, wider fundraising contacts).
- Gathering audience data for quarterly activity reports and Arts Council annual submission.
- Ensuring the team follows Fuel's CRM systems (relationship tracker, fundraising and CRM data entry, filing etc.).
- Attending meetings with the Director and Fuel's Press Agency, Cornershop PR, where appropriate
- Circulating a weekly Communications report to all Fuel team members, and where required, materials for reporting to Fuel's Board.

3. Programme: Marketing & Resourcing:

- Supporting the Fuel producing team on the development of marketing strategies associated with specific projects.
- Ensuring marketing activity is co-ordinated across the programme, in collaboration with the Head of Programme and producing team.
- Maintaining and developing an up to date database of and relationships with freelancers working for Fuel in marketing and communications capacities, and assisting the programme team in recruiting freelancers where necessary.

Job Description

4. General Responsibility:

- Attending regular meetings with members of the Fuel team and other internal and external meetings.
- Attending all relevant work in progress, previews, press nights and launch events
- Keeping up to date with developments in arts media coverage in the UK and reporting developments to the Senior Management Team.
- To keep up to date with current GDPR legislation and ensure we manage our data in a compliant way.
- To work with senior staff to ensure the smooth running of all operational aspects of the company, contributing to the life, work and overall running of Fuel.
- To follow Fuel's policies and contribute to their ongoing reviews.
- To undertake any other duties as reasonably requested by the Senior Management Team.



Person Specification

Essential:

- Excellent communication skills, written, oral and visual.
- The ability to work with a wide range of people from varied backgrounds.
- A minimum of two-years relevant experience in a venue or independent live performance company.
- Digital literacy and experience of digital projects.
- Working knowledge of wordpress websites.
- Strong collaborative skills.
- A proven aptitude for time management, attention to detail and the ability to work to deadlines.
- An understanding of and a passion for contemporary theatre.
- A hard working, personable and unflappable nature.

Desired:

- Familiarity with Fuel's projects, the artists we work with and audiences we engage with.
- Understanding of the wider arts sector in the UK.
- Working knowledge of Spektrix or other box office/ CRM software.
- Working knowledge of In-design and Dotmailer.

Terms

Hours:

10am – 6pm Monday to Friday.
Some evening and weekend work may be required.
Fuel operates a Time Off In Lieu system.

Base:

Somerset House, West Wing, Strand, London, WC2R 1LA

Salary:

£25,000 per annum pro rata, depending on experience.
Fuel offers a designated stakeholder pension scheme and
operates a childcare voucher scheme.

We will consider flexible working for the right candidate.

Holiday:

25 days per year plus bank holidays

Contract:

This is a 3-day per week part-time position with a three
month probationary period.
We will consider flexible working for the right candidate.



- The application form includes specific details for completion, and must be completed and submitted in one attachment by e-mail, to arrive by **10am on 3rd February 2020** to:
admin@fueltheatre.com.
- Interviews will take place on **6th February 2020**. Please ensure you are free to attend the interview date.
- Please note that we cannot accept CVs.