

The logo for Fuel Theatre 2021 is located in the top left corner. It features a small red dot to the left of the word "fuel" in a white, lowercase, sans-serif font. Below "fuel" is the year "2021" in a white, uppercase, sans-serif font. The background is a solid grey color with several large, thin, pink concentric circular lines that sweep across the page from the top right towards the bottom left.

• fuel
2021

COMMUNICATIONS COORDINATOR

WWW.FUELTHEATRE.COM



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

- 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 performances more widely

OUR VALUES

- | | |
|---|---|
|  Curiosity |  Collaboration |
|  Representation |  Sustainability |
|  Trust |  Learning |
|  Creativity | |

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, transforming our national and global outlook and impact, and engaging with the big questions of our times.



OUR PROGRAMME OVER THE LAST YEAR

Fuel launched our autumn/winter 2020 season of work entitled #ComeWhatMay, with the aim of finding safe ways to connect with each other, sharing stories and ideas, sharing space – real and virtual. Connecting with audiences, especially those traditionally under-served in the arts, is core to our purpose: when our planned programme was canceled, we held on to our values and trialed different ways to serve those audiences.

These included: commissioning stories to be told by actors to isolated, rural audiences living in digital poverty by phone; turning a planned live performance for housing estates in Newcastle and London into a film to be streamed to their homes, with watch-along parties online and food deliveries; delivering a community engagement project for children in Hartlepool by parcel, providing opportunities for families to be creative and collaborate with local arts college students.

We work in bespoke ways to develop ideas from the very first spark, shaping teams and partnerships to serve the work, identifying audiences early on, and thinking about access, sustainability, and engagement opportunities from day one.



JOB DESCRIPTION

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 pivotal 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, creativity, and sustainability.

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

Closing date: Monday 16 August 2021, 10am

Interview date: Thursday 19 & Friday 20 August 2021



JOB DESCRIPTION

Line manager: General Manager

Key roles and responsibilities:

1/ External: Website and Fuel Digital, Social Media & Other Communications:

- Updating the website on at least a weekly basis: liaising with the producing team to collate content for updates as well as drafting weekly news stories.
- 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.
- Updating our social media channels daily and scheduling updates on Hootsuite.
- Drafting and sending Fuel's newsletter on a monthly 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.

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 (CRM data entry, filing etc.).
- Attending meetings with the Director and Fuel's Press Agency, Bread and Butter PR, where appropriate.
- Circulating a weekly communications report to all Fuel team members, and where required, materials for reporting to Fuel's Board.
- Supporting the General Manager with recruitment of new staff, including designing job packs, and advertising in relevant channels.

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 the relationships with freelancers working for Fuel in marketing and communications capacities, and assisting the programme team in recruiting freelancers where necessary.



4/ General responsibilities:

- 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 Jetpack/ Woo Commerce (or similar CRM/Box Office software).
- Working knowledge of In-design, Mailchimp and Canva.



TERMS

Closing date: Monday 16 August 2021, 10am

Interview dates: Thursday 19 & Friday 20 August 2021

Hours

- 10am-6pm Monday to Friday but some evening and weekend work may be necessary
- Fuel operates a Time Off In Lieu (TOIL) system

Base

- Somerset House, South Wing, Strand, London, WC2R 1LA
- Please note: the Fuel team are currently working part-time in the office and part-time remotely. We are happy to discuss flexible working arrangements.

Salary

- Between £25,000 - £27,000 per annum pro rata depending on experience.
- Fuel offers a designated stakeholder pension scheme and operates a childcare voucher scheme.

Holiday

- 25 days per year pro rata plus bank holidays

Contract

- This is a 4 day per week part-time position with a three-month probationary period.
- This is a permanent contract.

HOW TO APPLY

Please submit your application, in one PDF attachment by e-mail to:

admin@fueltheatre.com

Please save your application as follows:

Full name - Communications Co-ordinator

