

Complicité

Production and Engagement Coordinator
Application Pack and Job Description



Background

The Company

Complicité is an international touring theatre company and charity. Over four decades, we have played in more than 40 countries and won more than 50 awards. Through our live productions, streamed work and education & engagement, millions of people have encountered the work of 'the most influential and consistently interesting theatre company working in Britain' (*The Times*).

Our recent productions include *Mnemonic*, a co-production with the National Theatre which returned for the first time in 25 years in July; an adaptation of Olga Tokarczuk's Nobel prize-winning novel *Drive Your Plow Over the Bones of the Dead*; *Can I Live?*, a vital digital performance about the climate catastrophe conceived, written and performed by Fehinti Balogun; *Figures in Extinction*, a major new collaboration between Complicité Artistic Director and co-founder Simon McBurney and choreographer Crystal Pite with Nederlands Dans Theater; and our radio dramatisation of *The Dark is Rising* by Susan Cooper for BBC World Service and BBC Sounds.

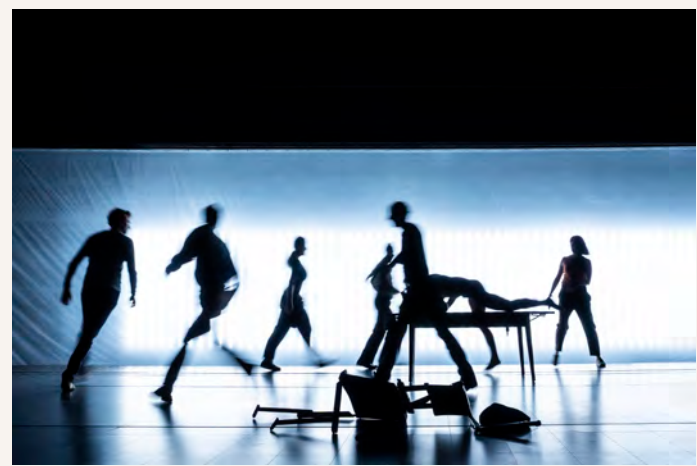
We take our responsibility as one of the UK's most celebrated theatre companies seriously and are motivated not solely to create our own productions, but also to share what we've learnt and created with other artists.



Drive Your Plow Over the Bones of the Dead
© Pinelopi Gerasimou

We support artists through our 'Mudlarks' strand, widening access and pro-actively seeking to support talented artists who are underrepresented in the theatre sector. Learning and engagement are central to our work and our award-winning Creative Engagement programme includes professional development, work in schools and colleges and participatory projects with a range of communities.

Mnemonic (2024)
© Johan Persson



Action on the Climate and Ecological Emergency is a burning thread running through all of our work and we have played a key role in Culture Declares Emergency, as well as in developing the Theatre Green Book.

We have embraced the opportunity of Arts Council England's NPO Transfer Programme, which will see the company move to the South West from October 2024, where we will initially be based in Gloucester as we engage with organisations, artists and the community across the area.



The Master and Margarita © Robbie Jack

Staff Team

Senior Creative Producer:

Tim Bell

Project Producer:

Rima Dodd

PA to the Artistic Director:

Lucy Garcia

Creative Engagement Coordinator:

Francesca Hsieh

Creative Campaigns Producer:

Shaadi Khosravi-Rad

Finance & Operations Manager:

Sarah Kingswell

Co-founder & Artistic Director:

Simon McBurney

Executive Director:

Susie Newbery

Administrator:

Sarah Osgerby

Creative Engagement Producer:

Natalie Raam

Creative Campaigns Coordinator:

Jane Ryan

Project Assistant:

Amy Sze

Board

Inua Ellams, Pete Flamman, Frances Hughes (Deputy Chair), Louise Jeffreys, Tom Morris (Chair), Nitin Sawhney and Emma Stevenson



Fehiniti Balogun in *Can I Live?* © David Hewitt

Your role at Complicité

We are seeking an enthusiastic and proactive Production and Engagement Coordinator to support with the administrative planning and delivery of Complicité's artistic and creative engagement projects.

Providing pre- and production support on Complicité live and recorded productions and projects, your role will include working with the producers on research, negotiating rights, scheduling, booking research and development (R&D) workshops, booking auditions and creative teams, helping to coordinate rehearsals and supporting the smooth running of a production.

You will also help to shape and implement the company's creative engagement and education programmes, which includes long-running projects in schools, colleges and the community, as well as one-off workshops.

Complicité has a small office team and in addition to your specific production and engagement tasks, you will have responsibility for managing our online shop and for a number of administrative tasks for the company.

We are looking for someone who is curious, has great attention to detail, is flexible and can show initiative and prioritisation across a range of tasks. We particularly want to hear from candidates with a commitment to sustainability and who are passionate about fostering a diverse work environment.



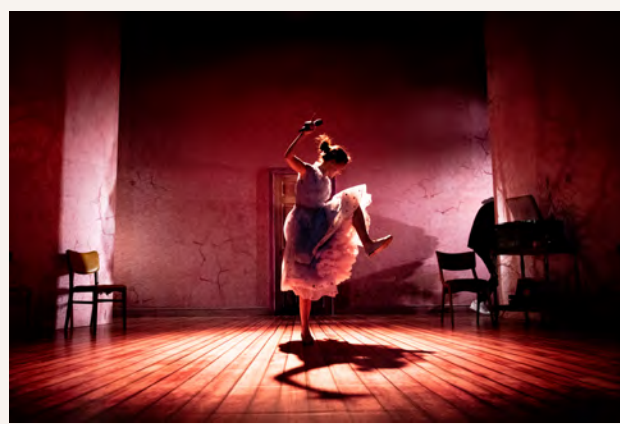
Masterclass © Sarah Ainslie

The ideal candidate will have some experience of assisting in producing and managing high quality work and some knowledge of the education sector, ideally with experience of working with schools, community groups and creative practitioners.

The role is full time for 12 months and requires flexibility and the need to prioritise a variety of tasks across two busy functions. Whilst day to day workload will vary depending on a project's need, we anticipate that workload will break down roughly as 40% production administration, 40% creative engagement administration and 20% company administration per week.

Line managed by the Project Producer, you will have a 'dotted line' report into the Creative Engagement Producer.

The Last of the Pelican Daughters
© Graeme Braidwood



Job responsibilities

Production coordination

This role will work with the Senior Creative Producer and Project Producer to assist with the delivery of Complicité's artistic programme.

Responsibilities include:

For *Can I Live?*:

- Act as the lead point of contact for screening enquiries, including taking responsibility for planning, financial agreements and post-screening evaluation
- Work with *Can I Live?* artists and creatives to coordinate artistic presence at screenings
- Work with the producing team to identify and develop opportunities for deeper partnerships around the film screenings

For other artistic projects:

- Assist the Project Producer with availability checks and contracting artists and venue partners
- Assist the Project Producer with room bookings for rehearsals, Research & Development (R&D) weeks and meetings
- Assist the Project Producer to create tour or R&D schedules and contact sheets
- Assist the Project Producer with organising travel, accommodation, visas and work permits
- Assist the Project Producer with production research as directed
- Assist the Project Producer to manage ticket enquiries during a production's run
- Assist the staff team with the organisation and running of production events (e.g. press night, donor events)
- Respond to amateur rights requests, in liaison with the producing team

- Respond to touring enquiries, as directed by the Senior Creative Producer
- Arrange transportation of equipment in liaison with the producing team and Company Administrator
- Minute production meetings and circulate actions
- Assist the producers on further production administration as needed

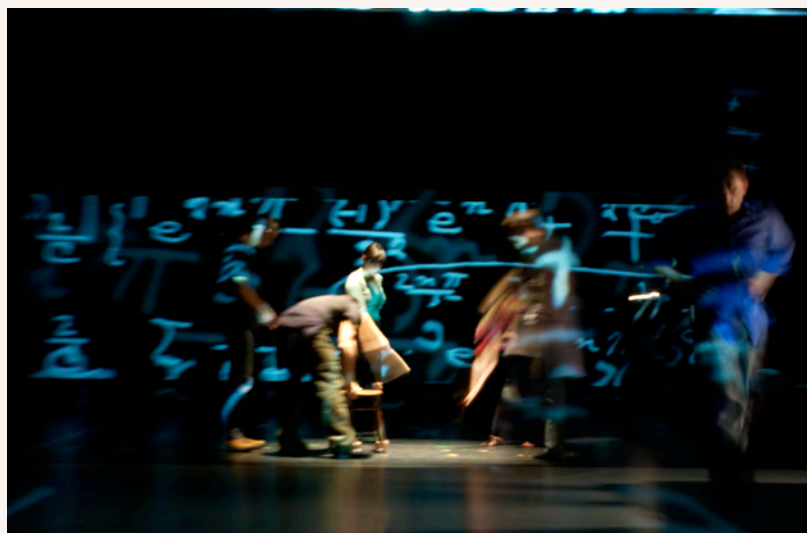
Creative Engagement coordination

Supported by the Project Producer, this role will lead on the daily production, administration and stakeholder management of two creative engagement projects; Rebel Voices & Grief Chorus.

Responsibilities include:

- Act as lead point of contact for partners, including venues and spaces
- Act as lead point of contact for Complicité Associates and facilitators during project delivery
- Draft contracts and communication to participants, venues and associates or facilitators, with support from the Finance and Operations Manager
- Track day-to-day project expenses, booking travel and catering where required
- Coordinate and deliver effective evaluation of the projects
- Contribute to the creation of project plans
- Track carbon emissions in line with project goals

A Disappearing Number
© Robbie Jack



Administration

For Complicité's London Office:

- Respond to telephone enquiries, monitor and order stationery and office supplies and assist with post distribution and reporting on utilities metre readings
- Work with the Company Administrator, Finance and Operations Manager and Executive Director on the archiving and storage of Complicité props, costumes, workshop materials and other physical elements
- Work with the Company Administrator, Finance and Operations Manager and wider team on project managing Complicité's transfer to the South West

Merchandise:

- Manage stock, orders and delivery of merchandise purchased from Complicité's online shop to venues, bookshops and individuals
- Keep a record of income received from the shop and expenditure relating to sales. Work with the Finance & Operations Manager to record this
- Seek opportunities for new points of sale and work with the Creative Campaigns team to ensure the online shop is kept up to date
- Organise sale of merchandise in venues on tour in liaison with the producing team and Company Manager
- Support the Company Administrator with retrieving missing/monthly digital subscription receipts on purchases spreadsheet

Other duties:

- Work with the Creative Campaigns team to create and shape appropriate messaging for audiences and participants of Creative Engagement projects
- Represent the organisation to internal and external stakeholders, supporting in cultivating and managing relationships
- Keep up with industry trends and best practise
- Uphold Complicité policies and practises at all times
- Any other administrative duties as reasonably required

In liaison and with direction from the Creative Engagement Producer this role will manage the coordination of projects and workshops in schools, universities and festivals across the UK and internationally for Complicité's Creative Engagement and Education Programme, which is delivered by a team of freelance practitioners and associates.

Responsibilities include:

- Contribute to the creation of project plans and lines of enquiry for the projects,
- Manage communications with teachers and practitioners
- Manage communications with and conduct availability checks for Complicité Associates and facilitators
- Manage communications with project applicants and participants
- Update databases to ensure contacts and records are up to date
- Set up meetings, book space, organise catering and ensure props and equipment are available for workshops and events
- Negotiate fees for workshops and facilitators
- Draft agreements, risk assessments and schedule
- Collect feedback and data to ensure robust evaluation of projects
- Support the research and creation of educational resource packs, events and projects accompany productions
- Manage the day to day administration of Complicité's Digital Offer
- Undertake research tasks as required, including working to build an understanding of best practice in creative engagement
- Coordinating the distribution of invoices with the Finance & Operations Manager

Person Specification

Essential skills and experience

- Excellent attention to detail and organisational skills with the ability to prioritise
- Some experience of developing creative projects, ideally within an arts environment
- Some experience of working with schools and community groups
- Some experience of setting and managing budgets
- Some experience of managing creative practitioners
- Some experience of negotiating fees and contracts
- Ability to communicate with and present to a wide range of people and groups
- Proven ability to work under pressure, to schedule and on budget
- A collaborative approach to problem solving
- Proficient IT skills, particularly Microsoft Office
- Willingness to work some flexible hours



Ideal, but not essential

- Knowledge of the education sector
- Knowledge and understanding of child protection and wider safeguarding issues
- Understanding of current thinking around diversity and representation in the arts
- Enhanced DBS check
- Experience of using Shopify or similar
- Experience of using G Suite or similar
- Familiarity with working with the Theatre Green Book

Terms of Appointment

Salary: £26,500 per annum.

Contract: 12 month fixed term contract from 1 November 2024, Full time.

Hours of work: 40 hrs per week including 1 hour unpaid lunch, 10-6pm Monday to Friday. Due to the nature of the role, evening & weekend work will be required for which time off will be given in lieu.

Annual leave: 25 days per annum plus statutory bank holidays.

Pension: Complicité offers a workplace pension with 5% employer & 3% employee contributions, where eligible.

Location: This role will be based in our London office in Kentish Town with some travel to Gloucester (twice per month) expected. This role is expected to spend the majority of the time in the office to support the efficiency of tasks, although there may be time required at project sites. The team tends to work from home most Fridays. Occasional evening or weekend work may be agreed upon in advance with time taken off in lieu.

Training and Development: Complicité staff are supported through training as required and are encouraged to join appropriate networks to support their professional development.

Probation: This post is subject to a three-month probationary period.

Notice: 2 weeks during probationary period, 8 weeks thereafter.

An offer of employment is subject to receipt of two satisfactory references and proof of right to work in the UK.





Figures in Extinction [1.0]
© Rahi Rezvani

How to Apply

Please send a copy of your CV, and a statement explaining why you are suitable for the role and have the skills and experience we are looking for.

Your statement can be:

- Written: no more than 2 pages
- Video: via a YouTube/Vimeo link, or video file (no more than 5 minutes)
- Audio: via a sound file (no more than 5 minutes)

Please send your application to jobs@complicite.org with PRODUCTION AND ENGAGEMENT COORDINATOR APPLICATION in the subject line, along with a completed Equality Monitoring Form.

[Please click this link to be taken to our Equality Monitoring Form](#)

Access

If you would like to let us know about any access requirements you may have in your application, please do so. We will also ask for any access provisions you may need, if you are invited to interview. Please note that Complicité's London office does not currently have step free access.

If you have any questions about the role, would like to discuss access needs, or would like an informal chat please contact Sarah Osgerby on sarah@complicite.org. Sarah will be able to answer your query or direct you to a member of the team for a chat.

The closing date for applications is **9am Monday 23 September**.

First round interviews will take place towards the end of week commencing 23 September. Shortlisted candidates will be invited for a second round interview week commencing 30 September. Please let us know any dates you will be unavailable during this time period in your application.