

# Complicité

## COMMUNICATIONS & DEVELOPMENT OFFICER

### RECRUITMENT PACK

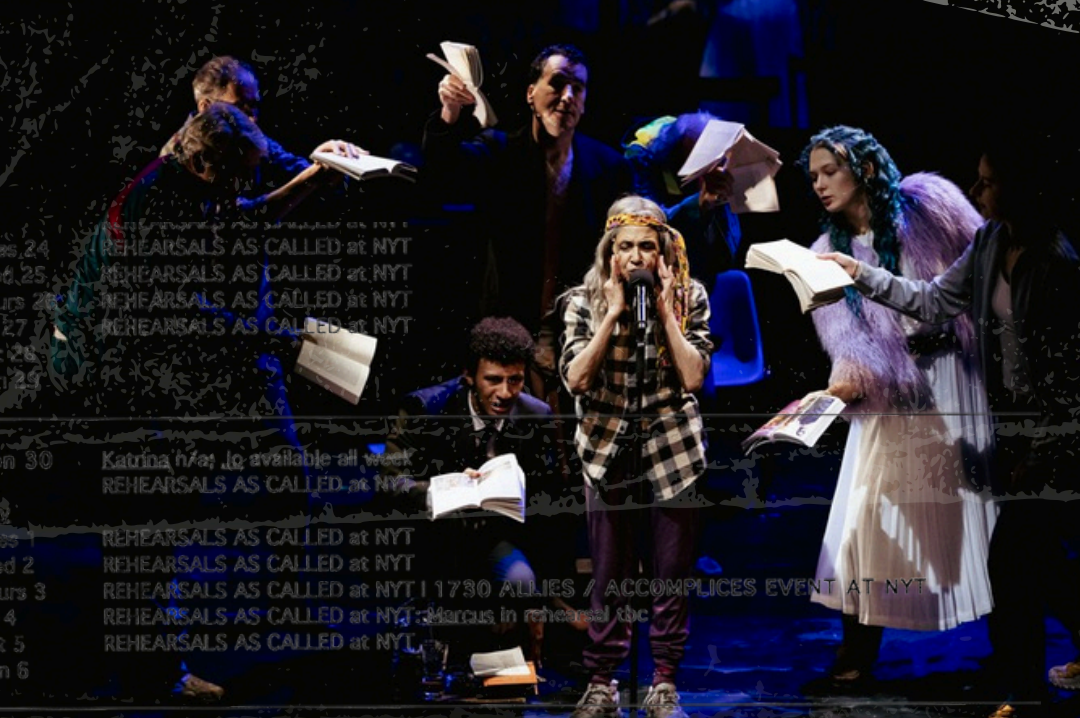


New India

18 July 1911

Mr. Ramanujam, S.

Our representative who called on this distinguished Mathematician recently reports that his condition is very far from satisfactory. He was transferred to the Bangalore district for a change, but although it is stated that he is on the way towards recovery, friends who knew him in England express painful surprise at the extent of the change in his health. The representative of our representative began to speak chiefly of the difficulties of his position in England. He stated that after two years of wandering and making himself unpopular in the opinion of his friends who feared that he was over-reacting and might react dangerously on his return, he had been indeed ordered to return, and being ordered complete rest, all thought of continuing his work has to be put aside till he gets back some of his own country. It is extremely doubtful, he said, in view of his difficulties in England, whether he would return to that country. The more important consideration, however, is that he should be enabled to resume his great work, and we hope the Government will see that he has the best of medical attention and all possible care.



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Katrina h/et ,to available all week  
REHEARSALS AS CALLED at NYT

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REHEARSALS AS CALLED at NYT | 1730 ALLIES / ACCOMPLICES EVENT AT NYT  
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Katrina and Jo available all week  
REHEARSALS AS CALLED at NYT

REHEARSALS AS CALLED at NYT  
REHEARSALS AS CALLED at NYT / FREIGHT departs London / Dargate out @ 4PM

REHEARSALS AS CALLED at NYT - clear rest of room  
PRODUCTION TEAM DAY OFF  
Cath, Rod, Emma, Christina, Tim, Katrina, Jo, Ian, Kay, Hani, Dani, Donna, Ronny depart Gatwick (North) BA2488 at 1415 / arrive Barcelona 1720  
Nick departs Bristol easyJet 6025 at 1025 / arrives Barcelona 1335  
HOTEL FIRA PALACE BARCELONA



**We're looking for an enthusiastic,  
organised and curious  
Communications and Development  
Officer to join our team.**

This is an ideal role for someone early in their career who's excited by theatre, storytelling and connecting audiences and supporters to the work that Complicité makes. It's an exciting time to join the company with three international productions in development, alongside a host of Creative Engagement projects which share our work and practice widely.

You'll sit at the heart of our communications and fundraising activity - spending approximately 50% of your time on each area - helping us share Complicité's work with audiences around the world while supporting the systems and relationships that make our fundraising possible.

You don't necessarily need to be a seasoned fundraiser or marketer, what matters most is that you're creative, proactive, comfortable with digital tools and data, and keen to learn. You'll be helping us tell our story clearly and creatively across platforms, tailoring messages for different audiences, from supporters to first-time bookers.



Handwritten notes and a snippet of text from a document. The notes include "naki", "6", "AND HE KEPT", "A.", and "Row.". The snippet of text reads: "Ramanujan's arrangements were made by n so weak he could not walk unaided from the tr first in some rooms in a building in..."

**"...the most influential and consistently  
interesting theatre company  
working in Britain"  
- The Times**

# IMPORTANT INFORMATION

**Location:** This role will be based in our London office at Toynbee Studios, Aldgate, with occasional trips to our Gloucester office.

**Hours:** 3 days per week (21 hours excluding breaks). This role will be expected to work in the London office on at least Mondays and Tuesdays.

This is a fixed term position for two years, with a 3-month probationary period.

**Salary:** £19,200 per annum (equivalent £32,000 pro rata).

**Pension:** Employers Contribution of 5%.

**Holiday:** 33 days including bank holidays, pro rata.

**Line Manager:** Creative Campaigns Producer, with a dotted line to the Fundraising Consultant. The Creative Campaigns Producer is responsible for crafting and leading campaigns for the company across the communications and individual giving functions. The Fundraising Consultant works across all aspects of Development to devise and embed strategic fundraising activity at Complicité.

**Access:** We are committed to ensuring accessibility for all staff. Both our offices have step-free access and we will work with you to meet your access needs. New staff will receive an induction pack and are provided with relevant training if required.



# ABOUT YOU

You might have worked at assistant or officer level in a marketing, communications or development team, or gained relevant experience through arts organisations, charities or similar settings. You should be comfortable working with systems, spreadsheets and digital tools, and enjoy being thorough and organised.

If you enjoy working across various creative tasks and practical problem-solving, and want to be part of the core team that expands the reach of one of the world's leading touring theatre companies, then this could be a great fit.

## Key Responsibilities

### Communications

In collaboration with the Creative Campaigns Producer:

- Communicate the Complicité brand, maintaining a strong and consistent visual identity, external profile and reputation to our audiences and supporters
- Run and help grow our social media channels, planning and scheduling content in a timely manner
- Create digital communications content (copy and visuals) in line with our brand to promote shows, projects and programmes
- Build and send regular e-newsletters and emails
- Manage and maintain audience and supporter email segments
- Support the Creative Campaigns Producer in the creation of printed and digital materials, including liaising with the team to finalise the distribution lists
- Monitor, review and log analytics across our digital channels
- Keep the company website up-to-date, liaising with colleagues to add new information and projects as needed
- Support the Creative Campaigns Producer in the creation and proofing of content for production programmes
- Manage reciprocal marketing swaps with other arts organisations
- Support the Creative Campaigns Producer to collect data for Arts Council submissions

## **Fundraising & Development**

In collaboration with the Creative Campaigns Producer and the Fundraising Consultant:

- Support with the organisation and systems set-up of our CRM
- Maintain and update supporter information on our CRM, including logging and tracking donations and membership renewals with the Creative Campaigns Producer and Finance and Operations Manager
- Assist with detailed administration for fundraising and cultivation events, including assisting the team to run the event and welcome supporters
- Work closely with the Creative Campaigns Producer and Fundraising Consultant on the day-to-day stewardship of supporters
- Manage communications with Complicité supporters in a clear, thoughtful and impactful way. This includes all e-comms and one-to-one donor cultivation and management

## **Skills and Experience**

### **Essential**

- Proactive, adaptable and self-motivated
- Confident problem-solving independently and thinking on your feet
- Detail-focused and reliable
- Interested in theatre, the arts and how audiences and supporters connect with creative work
- Comfortable juggling tasks and working to deadlines
- Confidence using digital platforms such as Google Workspace and Zoom
- Ability to communicate clearly and tailor messages for different audiences
- Confident acting as an Ambassador for the company to a wide variety of stakeholders, including at events

### **Desirable**

- Experience using CRM systems
- Copy-writing skills
- Experience with Canva or similar design tools
- Experience using email marketing platforms
- Experience using website CMS systems
- Familiarity with social media platforms
- Event administration or event management experience



# ABOUT US

Complicité is an international touring theatre company and charity, under the creative leadership of Artistic Director and co-founder Simon McBurney. 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 and engagement, millions of people have encountered the work of *'the most influential and consistently interesting theatre company working in Britain'* (The Times).

We believe that experiencing extraordinary culture can transform people; inspiring creativity, delight, imagination and political action. For this reason, we strive to create art of exceptional quality, ambition and innovation, driven by brilliant ideas, and use this to engage the widest range of audiences and participants through the power of creativity, both in the UK and internationally.

Complicité's recent work includes: the dance trilogy *Figures in Extinction*, a major new collaboration between Simon McBurney and Choreographer Crystal Pite with Nederlands Dans Theater; the reimagined *Mnemonic* which played at the National Theatre in 2024, *Drive Your Plow Over the Bones of the Dead* which achieved rave notices, toured internationally and was seen by over 78,000 people, *Can I Live?* a vital new digital performance about the climate catastrophe conceived, written and performed by Fehinti Balogun, *The Encounter*, as well as *The Dark is Rising*; an audio drama for BBC World Service and BBC Sounds based on Susan Cooper's cult novel.

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, particularly those currently underrepresented in the arts. The familiarity of our name enables us to reach diverse communities across the UK and internationally, and through our engagement and education work, we empower those we connect with to embrace collaboration and risk-taking as vital to a creative, fulfilling life.

Alongside Simon McBurney's work we support artists through our 'Mudlarks' strand, widening access and pro-actively seeking to support talented artists who are underrepresented in the theatre sector.

Our award-winning Creative Engagement programme includes professional development, work in schools and colleges and participatory projects with a range of communities.

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.

2026 marks the company's 43rd year.

# HOW TO APPLY

Please send your CV and a cover letter, about 1 side of A4, to Lizzie Grashion Hewitt (she/her), Company Administrator at: [jobs@complicite.org](mailto:jobs@complicite.org).

Please tell us why you are interested in becoming the Communications and Development Officer and refer to the key characteristics above to tell us about your experience and qualities.

Please also ensure that you complete our anonymous [Equality Monitoring Form](#).

We prefer for interviews to be held in person, but we will work with you to ensure access needs will be met at every stage of the process. Any travel expenses incurred to attend an interview will be reimbursed.

If you have any questions prior to applying, please email [email@complicite.org](mailto:email@complicite.org).

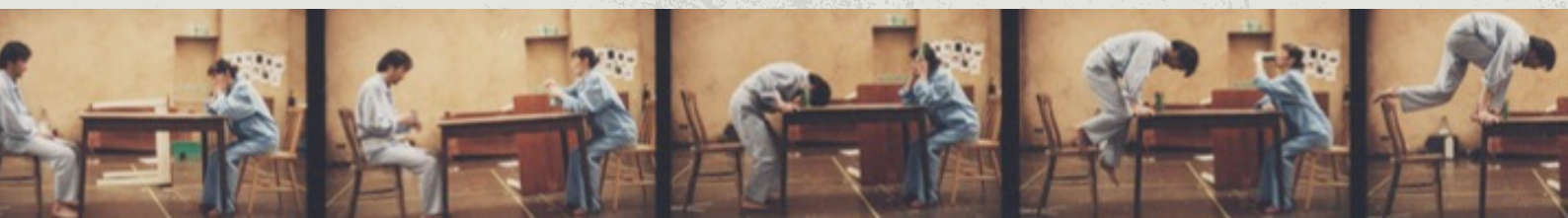
We actively encourage applications from people who are under-represented in the arts, including people from the Global Majority, people with a disability, D/deaf people, neurodivergent people, people from working-class backgrounds, and LGBTQIA+ people. We are committed to ensuring our team reflects the diversity of the society we live in and to remove barriers to participation.

**The deadline for applications is 9am on Monday 16 March 2026.**

**Interviews will be held during the week of 23 March, in person.**

**Start date: as soon as possible.**

*Your application data will be processed in accordance with Complicité's [Data Protection Policy](#) and only used for recruitment purposes.*



**“...a new Complicité show isn't just a devised play; it's a theatrical event; a ticket to another world”  
- Time Out**



...we may dwell upon the difficulty of General Dyer during the riots, upon the anxious and situation in the Punjab, upon er to Europeans throughout that , upon the long delays which have eer, upon the procedure that was point or at that point adopted, we may dwell upon all this, one s fact stands out - I mean the of nearly 400 persons and the of probably three to four times at the Jallian Wallah Bagh on 1. That is an episode which o me to be without precedent el in the modern history itish Empire. It is an an entirely different order of those tragical occurrences

