

# Complicité

## CREATIVE ENGAGEMENT COORDINATOR

### RECRUITMENT PACK

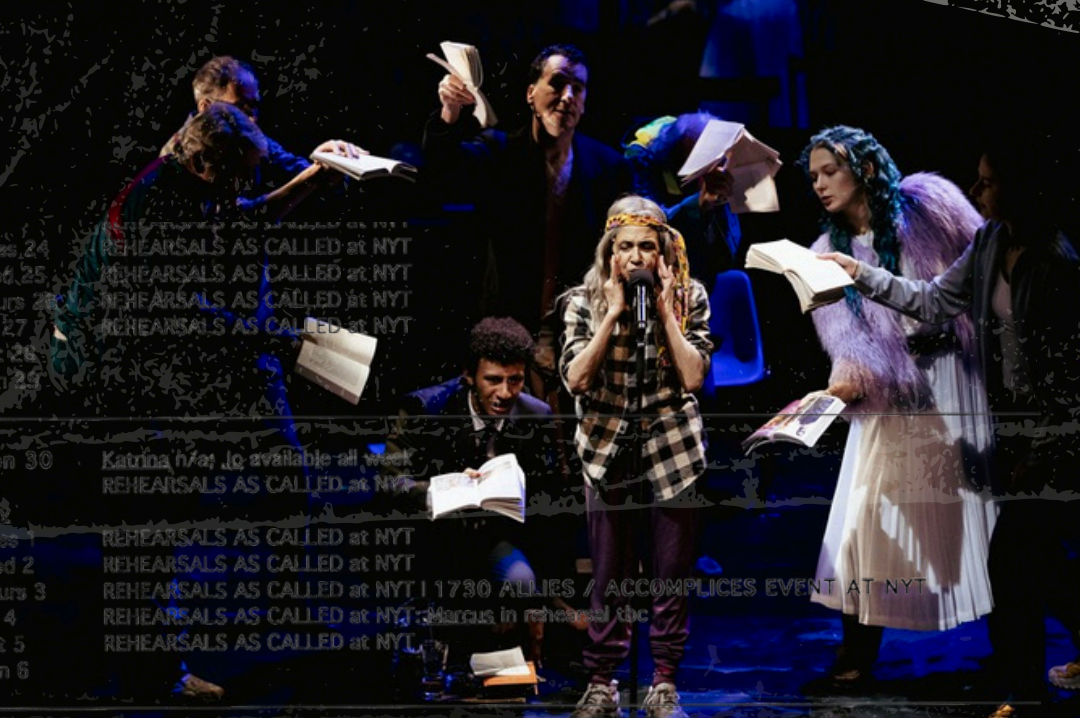


New India

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 Government representative of our representative began to speak chiefly of the fact that he had been in bed for two years of his life, and that he had been in bed for some time on the occasion of his return, who feared that he would not survive and might react dangerously. It is, however, stated that he has been in bed since his return, and being ordered complete rest, all thought of continuing his work has to be put aside till he gets back some of his strength. 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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REHEARSALS AS CALLED at NYT  
REHEARSALS AS CALLED at NYT  
REHEARSALS AS CALLED at NYT  
REHEARSALS AS CALLED at NYT

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

REHEARSALS AS CALLED at NYT  
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REHEARSALS AS CALLED at NYT | 1730 ALLIES / ACCOMPLICES EVENT AT NYT  
REHEARSALS AS CALLED at NYT: Marcus in rehearsal tbc  
REHEARSALS AS CALLED 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  
Cathy, Rod, Emma, Christina, Tim, Katrina, Jo, Ian, Kay, Fran, Dani, Donna, Paddy depart Gatwick (North) BA2488 at 1415 / arrive Barcelona 1720  
Nick departs Bristol easyJet 6025 at 1025 / arrives Barcelona 1335  
HOTEL FIRA PALACE BARCELONA



Learning and engagement are central to Complicité's work and our award-winning Creative Engagement programme includes professional development, work in schools and colleges, and participatory projects with a range of communities. We are proud to be a leading practitioner of devised theatre on many GCSE, BTEC and A Level courses.

Our education projects and programmes offer teachers and students a chance to learn about and experience first-hand the Company's devising and collaborative practices; where building an ensemble through physical training and play, and a spirit of risk taking and willingness to fail lies at its heart.

We also hold workshops that are open to theatre makers, dancers, designers, artists and teachers who are interested in refreshing their practice or exploring how Complicité's practice can inform their work.

These projects and programmes are led by Complicité's Associates, who are highly experienced devising performers and practitioners and have all been a part of the process of making a Complicité show.

Our Digital Offer brings Complicité's work into classrooms, providing UK and international schools and colleges with online access to four Complicité digital works along with exclusive digital resources.



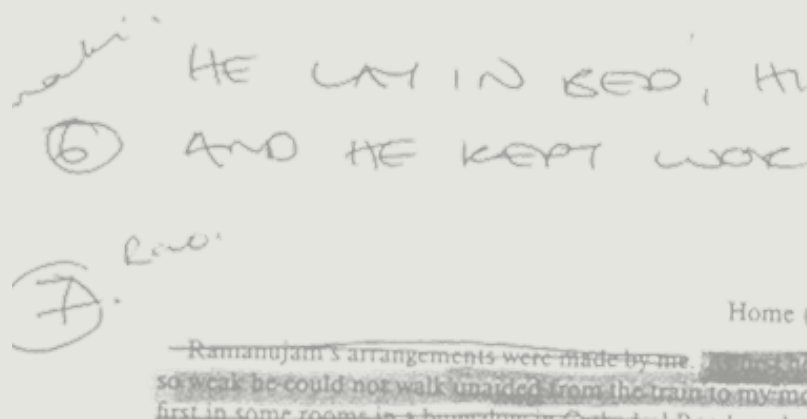
# ABOUT YOU

**We're looking for an organised and enthusiastic Creative Engagement Coordinator to support the development and delivery of our education and training programmes, deepening our relationship with schools and artists.**

The ideal candidate will have a genuine interest in sharing quality creative experiences with schools and other educational organisations. They will support the delivery of our school workshop programme and other activities, as well as our creative training opportunities for artists.

This role sits at the heart of our Creative Engagement activity, ideal for someone early in their career, preferably with previous experience of working in theatre, and with some knowledge or interest in the education system. We're looking for someone who is passionate about exploring how we share Complicité's creative practice with students, teachers and artists.

The successful candidate will need excellent attention to detail; they will be able to prioritise and show initiative across a range of tasks and will be able to communicate with a range of stakeholders including teachers, artists, venues and festivals and to hold relationships with a spirit of collaboration.



**“...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:** 2.5 days per week (17.5 hours excluding breaks). This role will be expected to work in the London office at least 2 days a week and to travel to project locations (e.g. schools, workshop spaces) to provide in-person support.

This is a permanent position, with a 3-month probationary period.

**Salary:** £15,000 per annum (equivalent £30,000 pro rata).

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

**Holiday:** 16.5 days including bank holidays (equivalent 33 days, pro rata).

**Line Manager:** Creative Engagement Producer.

**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.



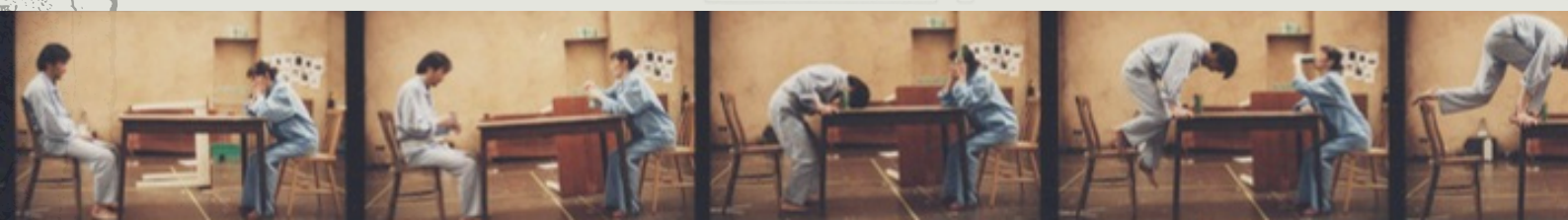
# ABOUT THE ROLE

Working closely with the Creative Engagement Producer this role will manage the administration and coordination of all our engagement projects and workshops in schools, universities, and festivals across the UK and internationally, delivered by a team of freelance practitioners and Associates.

## Key Responsibilities

### Administration

- Monitor the Creative Engagement inbox and respond to general emails, workshop and project enquires
- Communicate with teachers about workshops bookings or longer programmes
- Assist the Creative Engagement Producer (CEP) with availability checks and booking practitioners, organising space hire, liaising with teachers to organise workshops, preparing risk assessments, and acting as the first point of contact between all stakeholders
- Lead on administration of our Open Workshop programme, including email correspondence, applications, payments, communication with participants and preparing and delivering workshop kit
- Support the Company Administrator to book accommodation and travel for workshops and projects
- Prepare the Digital Offer for the beginning of each school term and manage the day-to-day administration
- Support with the recruitment of schools across the Creative Engagement programme
- Ensure contacts and other records are accurate, including liaising with other team members to ensure our CRM (customer relationship management) system is kept up-to-date



- Track carbon emissions across projects in line with the Complicité Sustainability Action plan
- Undertake research tasks as required, including to keep up with understanding of best practice in creative engagement and performance in education
- Support the CEP with the conception, development and delivery of new production and engagement projects

## **Finance**

- Liaise with the CEP and finance team to raise invoices relating to all aspects of the Creative Engagement programme
- Monitor income and expenditure and update relevant budgets
- Liaise with the Company Administrator to ensure all payments are received in a timely fashion

## **Evaluation**

- Maintain up-to-date evaluation forms, ensuring all responses are accurately recorded and regularly shared with the CEP
- Monitor feedback for recurring themes, insights, and frequently asked questions
- Analyse feedback, evaluation, and engagement data following projects to support reporting requirements, including Arts Council England (ACE) reports, board updates, and post-project summaries

## **General**

- Work with the CEP to seek out opportunities to widen the reach of Complicité's Creative Engagement programme and contribute to project planning
- Work with the communications team to create and shape appropriate messaging for audiences and participants of Creative Engagement projects, ensuring content is shared with the team in a timely manner for social media and e-newsletters, including for a quarterly Creative-Engagement-focused mailing
- Any other support as reasonably required to contribute to the smooth running of the Creative Engagement programme at Complicité

# Skills and Experience

## Essential

- A good knowledge of the theatre and arts landscape in the UK
- Interest in the education sector and a willingness to learn
- Comfortable juggling tasks and working to deadlines
- Excellent attention to detail and organisational skills with the ability to prioritise
- Proactive, adaptable and self-motivated
- Confident problem-solving independently and thinking on your feet
- Detail-focused and reliable
- Comfortable working in a small team
- Ability to communicate with a wide range of people

## Desirable

- Experience working in the education sector
- Knowledge and understanding of child protection and wider safeguarding issues
- Previous experience working in the theatre or performance sector
- Interest in how audiences and supporters connect with creative work



# 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 and a production of Anne Carson's one-act radio play *I Don't Do Innocents* for The Paris Review.

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 Hewitt (she/her), Company Administrator at: [jobs@complicite.org](mailto:jobs@complicite.org)

Please tell us why you are interested in becoming the Creative Engagement Coordinator and refer to the key characteristics above to tell us about your experience and qualities.

Please include the names of two people who can provide a reference, one of whom should be a recent employer.

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 Lizzie at [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 20 April 2026.**

**Interviews will be held during the week of Monday 4 May, in person.**

**Start date: June 2026.**

Applicants must have the legal right to work in the UK at the time of application, as we are unable to offer visa sponsorship for this role.

This position relies on a clear DBS Enhanced check.

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 the to Europeans throughout that, upon the long delays which have been, upon the procedure that was point or at that point adopted, we may dwell upon all this, one 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 to me to be without precedent in the modern history of British Empire. It is an entirely different order of those tragical occurrences

