

## JOB DESCRIPTION

<b>Job Title:</b>	New Musical Theatre Co-ordinator
<b>Department:</b>	Creative
<b>Job Title of Line Manager:</b>	Head of New Musical Theatre
<b>Direct Reports (if any):</b>	N/A
<b>Terms:</b>	c. £28,000 pro rata (22.5 to 30 hours per week, negotiable)

**Job Summary: (Brief summary as to why the role exists)**

The New Musical Theatre Co-ordinator is a brand-new role within the UK's first in-house New Musical Theatre department, created as part of a new organisational strategy through which Birmingham Hippodrome will become an industry leader in the development and production of new musical theatre. We are seeking a passionate, efficient and welcoming individual to support the Head of New Musical Theatre administratively and creatively, helping to realise this exciting vision.

**What does success look like in this role?**

By 2028, Birmingham Hippodrome will be recognised as the UK's national theatre of new musicals, with an industry-leading, inclusive and effective New Musical Theatre department and a year-round programme of new musicals and new work in the Patrick Studio. It will involve its audiences in the development of new work and provide game-changing artist development opportunities. The New Musical Theatre Co-ordinator will play a crucial role in establishing the systems, processes, relationships and welcome for this new department and its creative community.

**The successful candidate will:**

**Role specific**

**Operations & Administration**

- Be first point of contact for enquiries relating to all activities of the New Musical Theatre department, providing clear, professional and timely responses.
- Be responsible, on a rota basis alongside Hippodrome Studios Co-ordinator, for the smooth and safe operation of the studio suite, welcoming artists and supporting their requirements.
- Be the department's regular representative at weekly Operations meetings.
- Work closely with the Finance team to ensure effective processing and payment of invoices, purchase orders and other requests relating to the New Musical Theatre department.
- Prepare and issue contracts, as directed by Head of New Musical Theatre, Associate Producer and Line Producers, using existing template agreements.
- Support Head of New Musical Theatre with diary management, scheduling and minuting internal and external meetings, booking theatre tickets, travel and accommodation for them and other team members as required.

### **Creative Support & Co-ordination**

- Support the Head of New Musical Theatre to develop and deliver a high quality, progressive and inclusive programme of work, enabling artists to develop skills, craft and knowledge and which considers and represents the demographics of Birmingham and the UK.
- Support the Head of New Musical Theatre, Creative Director, Associate Producer and Programming team to identify new musical theatre works as part of a year-round programme in the Patrick Studio and, where appropriate, other stages.
- Co-ordinate Writers Lab activities including scheduling, workshops, production visits and events at Birmingham Hippodrome and off-site.
- Co-ordinate work-in-progress events operationally, including room booking, equipment hire, liaison for sales set up, managing guest lists and hosting attendees.
- Provide production co-ordination support to Associate Producer, project line producers to deliver high quality and effective studio-scale development and production processes, as directed.
- Co-ordinate call-out and application processes for creative and freelance employment opportunities.
- Read and assess treatments and submissions.
- See new musicals, attend workshops, industry events and works in progress nationally and regionally, as directed.
- Manage invitations received to attend new musical theatre workshops and productions, creating systems to log these and co-ordinating responses and attendance from creative colleagues.
- Support with research and gathering key information to support funding applications and collation of effective reports against agreed outcomes.
- Co-ordinate project evaluation processes and maintain effective systems for capturing data.

### **Communications & Audiences**

- Work closely with colleagues in Marketing and Communications to ensure the production and provision of appropriate copy, images, resources and materials for projects, work in progress and productions.
- Collaborate with the Hippodrome Studios Co-ordinator to develop and distribute department communications building our creative community.
- Support the Head of New Musical Theatre with internal and external communications for the New Musical Theatre department, ensuring colleagues, creatives, partners and stakeholders are well-briefed on projects and productions.
- Contribute to and/or co-ordinate ticketing and audience development initiatives in relation to New Musical Theatre work.

### **General**

- Work closely with colleagues to ensure the safe planning and delivery of activity, working within health and safety guidelines at all times.
- Ensure that all activity complies with GDPR legislation and aims for best practice.
- Comply with and be an advocate for all statutory and Hippodrome requirements in areas such as safeguarding, dignity at work, inclusion and anti-racism.
- Perform any other reasonable duties as assigned by the Head of New Musical Theatre.

**What we're looking for in the ideal employee specifically for this role:-**

Requirements	CORE: You will meet most of these requirements.	DESIRABLE: You should meet some of these requirements.
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> <li>• Demonstrable interest in and knowledge of new musical theatre.</li> <li>• Knowledge and understanding of theatre production processes.</li> <li>• Strong IT skills and the ability to use Microsoft Office at a high level.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Excellent organisational and time management skills, including the ability to prioritise and work to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of resource management software, such as Artifax Event.</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of working in an administrative role.</li> <li>• Experience of working with artists.</li> <li>• Experience of managing schedules and calendars.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an arts or cultural environment.</li> <li>• Supporting creative processes.</li> <li>• Experience as a Production Co-ordinator or Assistant.</li> <li>• Reading or assessing new artistic work.</li> </ul>
Relevant Qualifications	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Passion for musical theatre, especially new work.</li> <li>• A flexible and adaptive working style.</li> <li>• A strong team player, committed to collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for artist and audience development.</li> </ul>