



## **Administrator and Communications Officer: Application Pack**

### **Background**

#### **Mimbre's Mission**

Mimbre is a female-led company creating nuanced, breathtaking and highly-skilled acrobatic theatre. We use circus and dance innovatively as a physical language to illuminate human connections and promote a positive image of women.

With an artistic voice that is physical and accessible, Mimbre build relationships with broad, non-traditional audiences and participants, creating unexpected moments in unusual spaces and reclaiming some beauty within the urban environment. Our performances and participation programme reach beyond social, financial and cultural boundaries and find fresh ways to engage, encourage and inspire people, showing that the impossible can be possible on a local, national and international level.

#### **The Company's Aims**

Mimbre are committed to street theatre and work in unconventional settings. Through strong imagery, visual poetry and emotional content, our work aims at a broad and non-traditional theatre audience.

Mimbre aim to champion the development of the art of circus in London and the UK through extensive and in-depth artistic research, skill sharing and collaborative work across the boundaries of art forms and national borders, resulting in a continuously enhanced artistic vocabulary and in bold, challenging, highly skilled and visually poetic performances.

In addition Mimbre support the next generation of creative artists, with a vibrant and varied education programme, which includes: a strong and continuous local educational programme with young people in Hackney, professional development opportunities for both upcoming and established artists and a programme of masterclasses and creative projects that create new connections and spark new ideas both within Mimbre and beyond.

#### **The Company's Work**

Mimbre retained its place in the Arts Council's National Portfolio and has just begun on its plan of work for 2018 – 2022. This includes the creation and tour of a new piece of outdoor theatre for 2019, working with other circus companies to support the sector, and running a youth programme which is also supported by Hackney Borough Council.

Additionally, a new indoor circus show, *The Exploded Circus*, is currently in production and embarks on a tour beginning in mid-May.

## Job Description

<b>Post</b>	<b>Administrator and Communications Officer</b>
<b>Salary</b>	£21,000 per annum full time
<b>Contract</b>	Full time and permanent
<b>Responsible to</b>	Artistic Directors and Executive Director
<b>Line Management</b>	None
<b>Hours of work</b>	5 days (37.5 hours). Some evening and weekend work will be required
<b>Period of notice</b>	2 months
<b>Probation period</b>	3 months
<b>Annual leave entitlement</b>	25 days January - December, plus statutory holiday allowance
<b>Benefits</b>	On completion of probation: pension scheme, childcare vouchers, cycle to work scheme
<b>Overtime</b>	Overtime payments are not made. Time off in lieu is provided

### Purpose

To support the company in its communication and marketing aims. Run the Mimbre office and carry out administration duties.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

### Principle responsibilities

The Administrator and Communications Officer will be responsible for the following key areas of work:

#### Communications, Advocacy and Outreach

- Work closely with the Executive Director to ensure effective marketing and PR for the company and touring shows
- Carry out the day-to-day communications for the company, including:
  - Updating the website
  - Managing the company's social media
  - Organising printing
  - Working with venues to promote shows
  - Updating mailing lists
  - Planning and sending mailouts
- Maintain accurate database records for all our contacts and partners
- Event management for the company's profile raising events
- Deal with enquiries from audiences, potential bookers and other stakeholders, both online and by email
- Liaise with and represent Mimbre with relevant industry bodies

- Liaise with graphic designers and venues on the creation and distribution of print and digital marketing materials

### **Office Management**

- Manage the Mimbre office including
  - Ordering stationery
  - Liaising with landlord and suppliers
  - Dealing with post
  - Stocking office supplies
  - Assisting with office cleaning (with the rest of the Mimbre team)
  - Looking after Mimbre's online filing system and paper filing in the office
- Liaising with Mimbre's IT managers when problems arise
- General company administration

### **Fundraising and evaluation**

- Collecting and collating data to evaluate Mimbre's Strategic Touring supported project, Expanding Circus Audiences.
- Assisting with researching and identifying potential trusts and foundations, grant making bodies, corporate partners, and individuals in close collaboration with the Executive Director, and Artistic Directors
- Researching and/or contributing to relevant funding applications, tenders and/or pitches
- Work with senior staff to maximise earned income, donation and sponsorship opportunities
- Recording, collating and submitting data to document and track impact and outcomes of grants awarded

### **Other**

- Contribute from time to time to Mimbre's Youth Programme
- Occasionally liaise with festivals and bookers to establish tour logistics and bookings
- Work to all legislation and company policies on equal opportunities, diversity, health and safety, employment law and so on
- Act as an advocate for Mimbre by ensuring that it develops and maintains good working relationships with all relevant parties
- Undertake any other duties as required

# Person Specification

## Essential skills, knowledge and experience

- Minimum of two years' experience working in the cultural sector
- Experience of contributing to the development and implementation of marketing PR and digital campaigns
- Excellent verbal and written communication skills, especially in writing
- Ability to establish rapport with a wide range of individuals and organisations over a sustained period of time
- A collaborative approach to work, with experience of working in a small team
- A commitment to diversity and equality of opportunity across the full range of your work

## Desirable skills, knowledge and experience

- Proficiency in Adobe Suite software (Photoshop, InDesign)
- Working knowledge of WordPress
- A knowledge of data protection legislation including GDPR

## Personal attributes, behaviours and attitudes

- A confident, persuasive and personable communicator
- Plans ahead to ensure agreed deadlines are met, and embraces the challenge of managing multiple priorities
- An ability to take the initiative and translate ideas into action
- A creative problem solver, thinking strategically and able to take responsibility for actions
- Is reflective of her own performance, strengths and areas for development and is able to provide constructive feedback

## Application Details

### Timeline

Application Deadline: 6pm Thursday 17<sup>th</sup> May

Interview Notifications: Friday 18<sup>th</sup> May

Interviews: Tuesday 22<sup>nd</sup>, Wednesday 23<sup>rd</sup> or Thursday 24<sup>th</sup> May at Mimbres offices

Start Date: Monday 18<sup>th</sup> June dependent on candidate availability

### Application Process

To apply please send a covering letter, CV and the short application form by 6pm on Thursday 17<sup>th</sup> May to Jana Jamal at [jana.jammal@mimbres.co.uk](mailto:jana.jammal@mimbres.co.uk). Email applications are preferred.

The application form can be downloaded in Word from Mimbres website.

Separately please fill in an equal opportunities form at this link:

<https://goo.gl/forms/HbiEgE2W7RhNICH2>

This information will be considered separately from the recruitment process.

Mimbres are an equal opportunities employer and are proud to say we were named one of the Top 10 SME's for working families at the Working Families awards 2013. We are open to suggestions of flexible working that allow the candidate/s to fulfil the requirements of the role. If you are interested in proposing an application based on flexible working patterns please get in touch with us to discuss.

Mimbres is a female-led company and believes that women, people from a Black or minority ethnic background and disabled people are underrepresented at leadership level and on stage within the contemporary circus and outdoor sectors. Because of this we particularly encourage female, BAME and disabled candidates to apply for this role.

Please feel free to contact us if you have any questions or if you would just like to discuss the post in more detail before applying.

Contact Executive Director, Lissy Lovett, on [lissy@mimbres.co.uk](mailto:lissy@mimbres.co.uk) or call on 020 7613 1068. Please also let us know if you require the information about the role in any other format.