



Administration and Communications Officer: Application Pack

Background

About Mimbre

Mimbre are a female-led producing company, creating delicate, breathtaking and highly-skilled acrobatic theatre for outdoor and unusual settings, touring nationally and internationally, with a strong digital presence. We collaborate across the Creative Industries, as consultants and creators. We run a vibrant local youth programme and an Artist Development Programme for physical performers.

We use circus and movement innovatively as a physical language to illuminate human connections. We pull down barriers to reach beyond social, financial, and cultural boundaries and facilitate everyone's place within the arts. In all our work we aim to challenge gender stereotypes and promote a positive, diverse, and inclusive image of cis and trans women as well as non-binary people.

We make at least two productions each year, including at least one tour, typically reaching around 20,000 live audiences. In the last five years, our digital reach has been 3.5m. Partners include Dior, the RSC, The Lowry, National Centre for Circus Arts, Garsington Opera, Greenwich + Docklands International Festival and Stockton International Riverside Festival.

Our youth programme, Mimbre Youth, is rooted in the communities of our local borough of Hackney. It includes classes, community days, performance projects and progress routes. It is a place where young people can express themselves creatively, gain confidence and work as a team. Mimbre Youth focuses on access, inclusion and excellence, and pulls down barriers to enable every child to thrive, regardless of means or abilities.

Our Artist Development Programme advances circus and leadership through professional development initiatives, artistic research and knowledge sharing. We focus on mid-career performers, women, non-binary artists and those from under-represented backgrounds.

A collaborative approach permeates all aspects of our work, from our company structure to our relationship with our performers, audiences and participants. Working with a wide variety of artists, technical innovators and educators, across art forms and borders, allows us to continuously enhance our artistic vocabulary and create bold, challenging and highly skilled work.

Current work

We are a member of Art Council England's National Portfolio and will be until March 2026. We are currently touring two outdoor shows: *Lifted* and our co-production with Daryl & Co, *Look Mum, No Hands!* The company's youth programme runs termly and is supported by a variety of funders. In the coming months we will be creating new shows for touring, have a couple of filming projects and will be continuing our work in artist and sector development.

Job Description

Post	Administrator and Communications Officer
Salary	£26,000 per annum full time
Contract	Full time and permanent
Responsible to	Artistic Directors and Executive Director
Line Management	None
Hours of work	5 days (37.5 hours). Some evening and weekend work will be required but this is rare.
Location	Expected to be mostly office based (Hoxton), but some hybrid working possible – please let us know in your application if you would like us to consider an alternative arrangement.
Period of notice	2 months
Probation period	3 months
Annual leave entitlement	25 days January - December, plus statutory holiday allowance
Benefits	On completion of probation: pension scheme, childcare vouchers, cycle to work scheme
Overtime	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.

Principle responsibilities

Communications

- Carry out the day-to-day communications for the company, including:
 - Updating the website including keeping Mimbre's blog up to date on company news and resource sharing
 - Managing the company's social media and keeping up to date with social media trends
 - Visiting rehearsals and other events to take photographs and video for social media
 - Organising printing
 - Planning and sending mailouts
 - Contributing to Mimbre's marketing strategy
- Supporting the development of a new website for Mimbre
- Maintain accurate database records for mailing lists, contacts and partners
- Deal with enquiries from audiences, potential bookers and other stakeholders, both online and by email
- Liaise with graphic designers and presenting partners on the creation and distribution of print and digital marketing materials

Administration

- Supporting show production, for example booking rehearsal rooms or hotels
- Moderation and logistics organisation on Mimbres Zoom events & training
- Keep records of feedback, quotes and comments from audience, partners, freelancers, industry colleagues and so on.
- Collecting data including feedback for funders – including Julie’s Bicycle Creative Green Tools.
- Create access material for productions (Visual Stories and Audio Descriptions)
- Contribute from time to time to Mimbres Youth Programme
- Supporting event management for the company’s profile raising events
- General office and company administration
- Attending board meetings and writing minutes (with support from the Executive Director)

Other

- Uphold Mimbres values and company policies on equality, anti-bullying, data protection and so on
- Act as an advocate for Mimbres by ensuring that it develops and maintains good working relationships
- 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.
- Undertake any other duties as required

Person Specification

Essential skills, knowledge and experience

- Experience of using social media
- Experience of contributing to the development and implementation of marketing, PR or digital campaigns
- Good verbal and written communication skills, especially in writing
- A good level of organisation, record keeping and attention to detail
- Ability to manage own workload
- A collaborative approach to work
- A commitment to diversity and equality of opportunity
- An interest in digital marketing and keeping up to date with marketing trends
- A good eye for image choice and visual presentation

Desirable skills, knowledge and experience

- Experience of actively managing social media platforms and campaigns in an organisational setting
- Experience of working in the cultural sectors
- Experience of working in a small team
- Working knowledge of WordPress
- A knowledge of data protection legislation including GDPR
- Graphic design skills, for example using Canva
- Basic film editing skills

Mimbre is eager to work with people from different backgrounds, and with different experiences and skills. We are particularly interested in hearing from candidates from groups under-represented in the arts including those from working class backgrounds, from the global majority and people who identify as disabled. We don't expect candidates to have extensive experience working in the arts, particular qualifications or impressive references. We are looking for someone keen who broadly shares our values and is interested in our work. We are prepared to invest in training for the right candidate.

Application Details

Timeline

Applications close at 9am on Monday 10th July 2023.

Interview notifications will be sent by Friday 14th July 2023.

Interviews will be held either w/c 17th July or 31st July – please mention in your covering letter if you are unavailable for either or both of those weeks.

We expect the successful candidate to begin the role in September 2023.

Application Process

To apply please send a covering letter explaining why you are interested in the role, what you would bring to Mimbre and highlighting your relevant experience, along with your CV by 9am on Monday 10th July 2023 to Lissy Lovett, Executive Director, at info@mimbre.co.uk.

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

<https://goo.gl/forms/HbiEgE2W7RhNICH2>. This information will be considered completely separately from the recruitment process and is entirely anonymous.

Please let us know if you require the information about the role in any other format.

Mimbre are supportive of those with children or other caring responsibilities, so we are very open to suggestions of flexible working that allow candidates to fulfil the requirements of the role. Please include this in your letter if you would like to propose an alternative working pattern to the one in the job description.

Mimbre is a female-led company and recognises that women, people from global majority backgrounds, disabled people and many other groups are underrepresented at leadership level and on stage within the contemporary circus and outdoor sectors. As we say above, because of this we particularly encourage anyone from a currently underrepresented background 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. You can contact Lissy on lissy@mimbre.co.uk and/or Zsófi Szendrei, the outgoing post holder, on zsofi@mimbre.co.uk.

We're looking forward to receiving your application!

[This pack was updated on 12th June 2023 to include more detail about where the role is based.]