

JOB PACK

Message from Artistic Director, Wendy Hesketh-Ogilvie

Wired have been through a significant period of development and have emerged acknowledging the significant contribution we can make, and the responsibility we have to positively contribute to the UK's cultural ecology. WAT has sought after expertise, specific lived experience which we bring to our work, and a great vision. We have already begun creating our signature work, training and educating in our aerial techniques, engaging with our local communities and achieving the things that we have always believed in. We are enjoying building a relationship with Culture Liverpool and our city council and this role would assist us in strengthening our work with partners and stakeholders alike.

During lockdown we forged important and meaningful connections with experts, consultants, and dance agencies. We talked with people with lived experience of racism and with business mentors and mental health activists to engage fully and responsibly in anti-racism, white privilege, mental health, and equality, diversity, and inclusion. We reflected deeply on how these issues can be addressed and the results of this are woven through our developed business plan. We aim to contribute to a positive global shift in these areas and for WAT to be a significant, responsible organisation and valued Arts Council England National Portfolio Organisation (NPO).

We are searching for the next member of staff to join our growing organisation and we very much look forward to meeting and working with you.



Image info: from left to right: Michaela Anders (Director of Learning and Participation), Wendy Hesketh-Ogilvie (Artistic Director), Jamie Ogilvie (Technical Director).

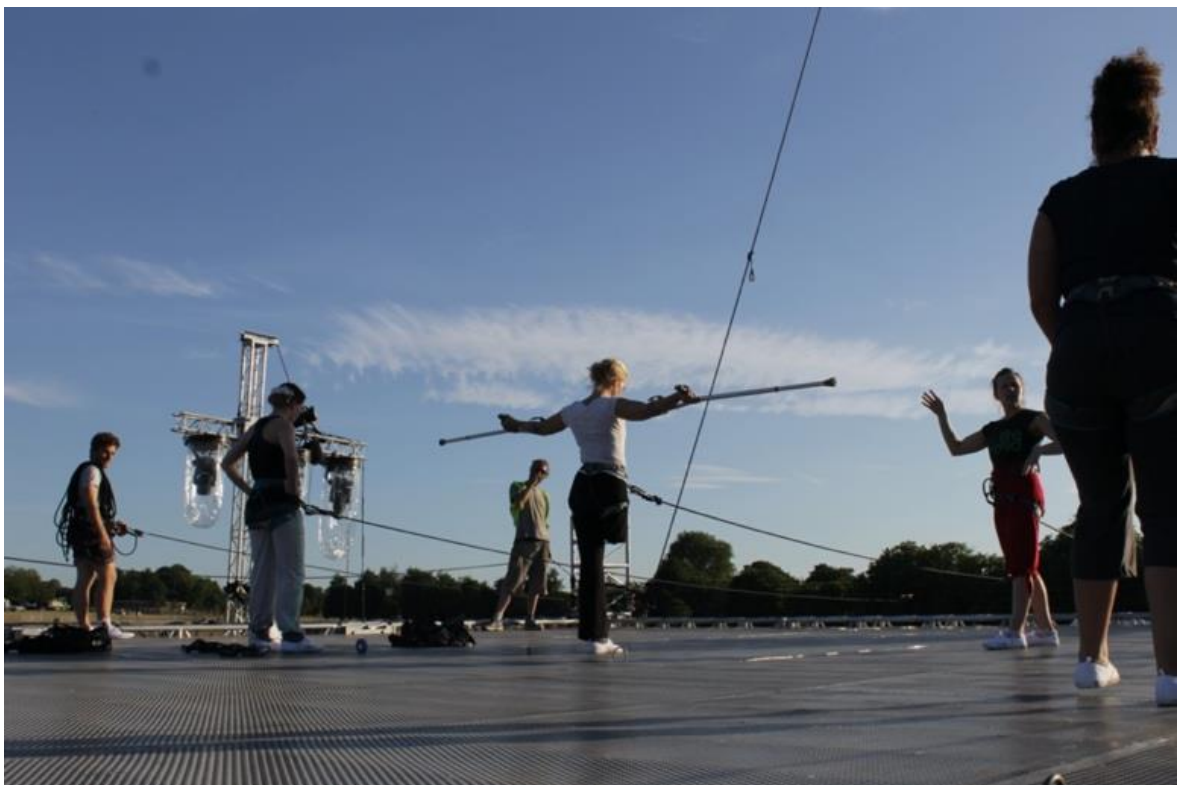
About Wired:

We are an internationally acclaimed aerial theatre company and the creators and world's foremost performers of Bungee-Assisted Dance technique.

We specialize in creating inventive aerial productions with the use of flyable set pieces as well as performer/animation interaction and enjoy sharing our harness techniques with universities, directors and choreographers to build a stronger performing arts industry.

Invention and creativity forms the basis of all work we do, whether that is within education or forms part of our larger scale productions.

Wired Aerial Theatre are proud to be working in partnership with Arts Council England as a National Portfolio Organisation.



ROLE SUMMARY:

The primary role of Arts and Education Coordinator is to work across Arts and Education departments, with both Directors providing administration, communication and logistics support to deliver Wired's programme of work and assist the efficient running of Wired's office. You will communicate well in person, in writing and on the telephone, use your own initiative to complete jobs and have a strong aptitude for communications and marketing. We are looking for someone who is enthusiastic about working in a fast-paced environment, is assertive, able to multi-task and who agrees that individuality and uniqueness should be celebrated.

Wired Aerial Theatre is a National Portfolio organisation (supported by Arts Council England). We have been through a two-year redevelopment period which has refocused us on creating our own work, making more meaningful connections within our communities

and our region, and upskilling our workforce and those interested in learning and working within the aerial performance industry. We are busy implementing our plan, following our vision of bringing dreams within reach and need someone to support our Artistic and Education Directors in delivering all three strands of our work.

We particularly encourage applicants from a wide range of backgrounds and experiences to apply, to achieve a more diverse team and dynamic company that reflects the communities we engage. We will interview disabled candidates who meet the essential criteria for this role.



Key responsibilities:

This includes (but is not limited to):

- Organising and maintaining administrative, communication and filing systems to ensure the office and organisation runs efficiently and effectively
- Responsibility for updating Wired's website information (basic training can be given if necessary), ordering office supplies, organising meetings and events (Board meetings for example)
- Supporting the data management process including gathering data, writing reports, managing the archiving of files and other materials in line with the data retention schedule
- Keeping an up-to-date record of Wired's statutory, employment and other policies
- Coordinating any recruitment process for new appointments
- Supporting both directors in maintaining Wired's staff handbook and Board recruitment and induction pack, as an up-to-date record of current practise
- Liaising with service providers, including website and IT support, to ensure effective and efficient service delivery and that standards are maintained

- Supporting the directors to ensure compliance with GDPR legislation and the data management policy

Support to both the Artistic Director and the Director of Learning and Participation

- Coordinating both Directors diaries, organising external and internal meetings, UK and international travel
- Coordinating and managing board meetings which involves collecting and distributing papers and supporting the drafting of minutes from the meetings
- Coordinating and note taking in staff, Board and project meetings
- Create content about both Directors activity that is important to share with Wired's audiences and supports the comms strategy

Communications

- Marketing and communications support to both directors assisting in writing, editing and distributing content including newsletters, social media posts, website content, reports and other material that communicates Wired's activities/news and resources.
- Reviewing current UK news articles alerts and social media platforms to find relevant stories and discussion points to collate appropriate content for Wired to share with its audience
- Supporting the maintenance of an accurate and up to date CRM system
- Recording media coverage and collecting analytics and metrics for reports
- Providing research, administrative and logistical support to manage Wired's workload
- Ad hoc support for the delivery of Wired's events
- Working in a flexible, cooperative way and being prepared to take on any other administrative duties which may be reasonably required

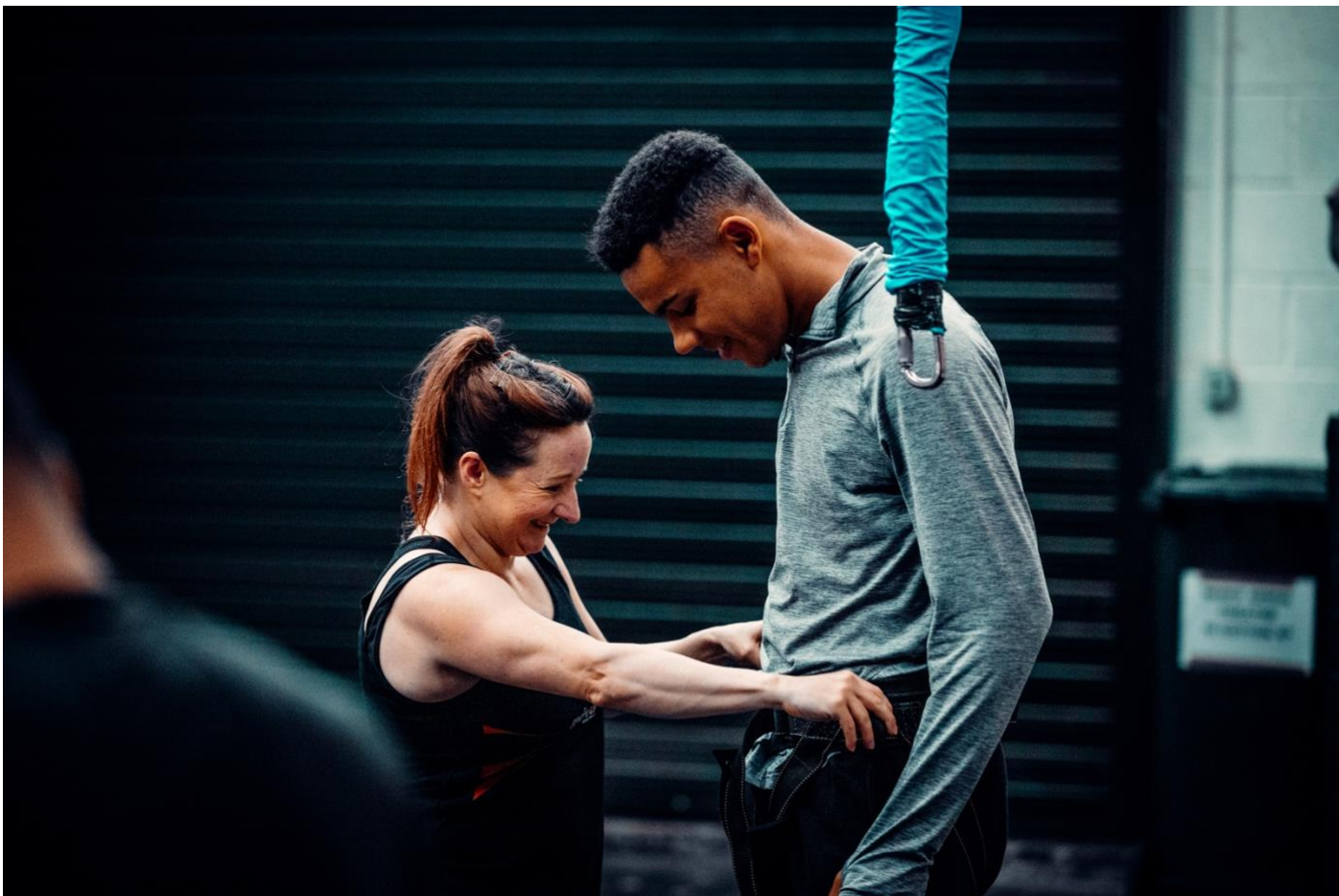
PERSON SPECIFICATION:

Essential:

- Excellent administrative and project management skills
- High standard of accuracy and attention to detail
- Good communication skills and the ability to communicate well with a variety of stakeholders/ partners
- Positive and empowering approach to equality, diversity & inclusion and ability to relate to a wide range of people
- Understanding of social media and comms, to follow a comms plan (we are currently developing our marketing and comms strategy)
- Proven ability to manage multiple priorities and stakeholders, and to meet deadlines
- Supportive approach to working with others as part of a busy and collaborative team
- PC literate to a high degree with proficiency in Microsoft Office
- Interest in Arts and Culture in the UK
- Ability to work independently and collaboratively

Desirable:

- Experience of working with CRM systems
- Knowledge and experience of working in the cultural sector in the UK
- Interest in issues of environmental sustainability
- Experience with project management systems



Terms of Appointment:

Contract: This is a part-time, fixed-term 12-month contract, with the possibility of a contract extension and/or permanent appointment.

Salary: £20 - 23k pro-rata (Depending on experience. Reviewed in 12 months) paid monthly

Working Hours: Standard office hours are 9.30am - 5.30pm with one hour for lunch. Ideal working days are Monday and Thursday, although hours worked sometimes need to be determined by the needs of the business. Some evening and weekend work will be required. This role requires 2 days of work a week, although 4, half days would be considered if necessary.

Location: The company is based in Liverpool. We are looking to move into new offices in the city centre in the next few months. Travelling to our office in the city should be considered usual as part of the role.

Holidays: 28 days pro rata based on number of days worked. The company looks to close the office over the Christmas period – this is discretionary and will be reviewed closer to the Christmas period.

Pension: Workplace Pension Plan with 3% Company contribution

Start Date: an immediate start is preferred

Notice Period: 1 month

Probation Period: 6 months

Wired actively encourages application from those with less visibility in the arts and particularly welcomes applications from those of the global majority and from lower socio-economic backgrounds.

How to apply:

WHAT WE NEED YOU TO DO.

Complete the Application form found [here](#). You will be asked to upload your CV and cover letter to this form. Please detail the following things in your cover letter:

- 1 – Tell us why you want to work for Wired Aerial Theatre.
- 2 - Looking at the person specification information tell us what things fit with your skills and experience.
- 3 - Tell us about any relevant experience to have in delivering the duties set out in the job description

We believe that applying for a job is a two-way process. If you have any questions or would like to discuss the role and organisation before you submit your application, please contact Wendy Hesketh-Ogilvie directly. We want to make the recruitment process as inclusive and as accessible as we can to provide an opportunity for all candidates to show their strengths. If there is more we can do, or if you have a particular accessibility need we would be happy to consider any further support you may require. Please get in touch with us via wendy@wiredaerialtheatre.com

2. Complete the Equality & Diversity form found [here](#). The answers you provide are confidential and do not form part of your application.

If you would prefer to submit an email in a different way, or different format then please just let us know. We are happy to work to everyone's strengths.

Interviews will be held in person at a venue in Liverpool. Travel costs will be reimbursed if required.