

Theatrum Mundi, Coordinator

Part-time, fixed term contract (12 months from start date)

Deadline: 12.00 on Monday 16th October

Introduction

Theatrum Mundi is a Charitable Incorporated Organisation that acts as a platform for debate and research on questions in urban culture and politics through exchange between artistic and built environment practices. Initiated as a research project at LSE Cities in 2012 by Professor Richard Sennett, Theatrum Mundi has evolved into an independent centre with even more freedom to set and pursue its own research agenda and partnerships.

We are now looking for a highly motivated Project Coordinator to join our small team at our Somerset House office in London, to provide support for an ambitious range of activities developing in the UK, the US, Beijing, China and Continental Europe. This represents an exciting opportunity for a dynamic, creative individual to take a prominent role in delivering the activities of a new organisation with a strong existing network and record of achievements. The work will entail broad based project development, logistics, event coordination, communications and delivery. The appointment will be for an initial 1-year period, with immediate start (with potential to extend for a further fixed-term period).

Job Summary

The Coordinator will work under the supervision of the charity Manager and with guidance from the Director. They will assist the manager with the ongoing running of the charity by providing support with general office management and administration. They will assist the delivery of TM's programme of research projects and events through logistical support, budget management, and providing creative input to the production of workshops, exhibitions, publications and so on. They will also take a leading role in devising and managing a communications strategy, for publicising events and opportunities, disseminating research, and contributing to the upkeep of TM's network. Occasionally they will be required to assist with preparing applications, proposals, and reporting for current and potential funders. The Coordinator will likely be someone with strong experience of

administration, creative production, and communications, within a think tank or arts organisation. Experience of working in a research context and a demonstrable interest in the performing and visual arts or the broad built environment disciplines (architecture, urban design, planning) would be assets, but not essential.

Person Specification

Essential:

- Experience in project coordination from development to delivery, including creating and maintaining project budgets, event logistics, creative production, and communications.
- Experience in the development and maintenance of a professional network.
- Website management and updating, and coordination with website designers for updating and renewing the website.
- Communications experience including newsletters, and social media platforms.
- Advanced computer skills in the Microsoft Office package
- Excellent administrative skills, including servicing meetings
- Willingness to travel and support the delivery of projects outside of the UK
- Advanced communication skills, including the ability to communicate clearly and accurately in English, both orally and in writing, with people at all levels
- Ability to work under pressure and to plan and organise a busy workload with conflicting deadlines
- Ability to work on own initiative, take independent decisions and provide advice and input to others
- Willingness to work with others and contribute effectively as a member of a team

Desirable

- Ability to exchange information effectively and to establish and maintain fruitful relationships with internal and external contacts, including university partners, arts organisations, and individual practitioners.
- Ability to work in one of the following languages: French, Mandarin Chinese

3 Invite: Can we design the conditions for culture?

- Interest or background in the performing and visual arts, arts management, arts coordination, or the built environment disciplines.
- Working knowledge of Adobe Creative Suite

Hours

The position is offered on a part-time basis of 16 hours per week (40% FTE). Regular days are to be agreed with the Manager, with flexibility for other commitments and work requirements outside of agreed hours.

Location

The post holder will be required to work at Theatrum Mundi's office in Somerset House. Applicants must be able to prove their right to work in the UK. A valid passport will also be required as the job will involve some international travel.

Salary

A salary of £35,000 is offered on a 40% FTE basis

Contract duration

The appointment will be for an initial 1-year period, with immediate start (with potential to extend for a further fixed-term period)

How to apply

Please send your CV and a cover letter to fiona@theatrum-mundi.org by 12:00 on Monday 16th October 2017. Early applications are welcome.

Interviews

Interviews will be held the week commencing 23rd October.

We value diversity and wish to promote equality at all levels.

theatrum-mundi.org