

# Theatrum Mundi

## Studio Manager

Post:

Full-time

£28,000 to £32,000 dependent on experience

Starting: as soon as possible

Application:

CV and covering letter by email

By end of day 21 February

First round of interviews 2-3 March

[jobs@theatrum-mundi.org](mailto:jobs@theatrum-mundi.org)  
[theatrum-mundi.org](http://theatrum-mundi.org)

Studio CC 404

The Biscuit Factory

London SE16 4DG

Registered Charity Number 1174149

Posted Thursday 30<sup>th</sup> January

## The organisation

Theatrum Mundi helps to expand the crafts of city-making through collaboration between artists and urbanists. Initiated as a research project at LSE Cities in 2012 by Professor Richard Sennett, Theatrum Mundi has evolved into an independent research centre and network. We are now registered as a Charitable Incorporated Organisation in the UK as well as a non-profit in France, supporting work throughout the EU.

We are a small team of eight that draws on diverse skills to undertake and publish research in different forms, create public and practitioner-focused events, and facilitate creative projects.

## The role

We are looking for an experienced studio manager to join our team and support our activities across all the projects we are currently working on. It includes the opportunity to design and undertake creative communications strategies across social media, website, and existing and potential publishing partners including academic and design journals and media platforms. With leading on administration and accounts a necessity, the role will suit someone that is highly organised, with great attention to detail and strong communication skills. We are looking for someone that can work independently and as part of a small team. An ability to talk and write about culture, art, design, and/or urbanism is strongly desirable.

There is the possibility of reducing the role to 80% FTE (salary pro rata) if this is preferable.

## Main tasks and responsibilities

- Managing charity website and social media accounts including drafting content
- Managing charity contact lists and networks including communication with supporters and audiences
- Developing new audiences and partners
- Running charity bookkeeping in line with systems in place (QuickBooks, Receiptbank)
- Tracking expenses, monitoring budgets and preparing reports such as cashflow
- Setting up payments in online banking for authorisation
- Drafting charity communications including newsletters, articles and content for publications
- Coordinating office calendars and deadlines
- Supporting preparation of funding applications
- Supporting event production
- Supporting other charity activities such as the production of publications and artistic projects

## Essential skills and experience

- Experience of running charity or business accounts
- Experience in general administration within design, cultural or academic sector
- Experience of creating and managing proactive communications strategy within these sectors
- Experience in managing project budgets
- Experience in upkeeping networks through database management and communications
- Experience in event organisation
- High level of fluency in written English, including accuracy and ability to move between different styles
- Experience in preparing written content including newsletters, web posts and social media

## Desirable skills and experience

- Demonstrable interest and ability to communicate about some or all of the following: art, design, literature, architecture, performance, humanities, urbanism
- Professional written and spoken French
- Independent and imaginative approach to communications with collaborators and wider public
- Experience within charitable sector including reporting and record keeping
- Experience in preparation of funding applications within cultural, arts or academic sector