

# Coordinator role

Part-time, fixed term contract  
5 months x 3 days a week (60% FTE)  
£35k pro rata  
Starting 15th October 2018 latest

CV and covering letter by email  
Deadline 26th September 2018  
Interviews 1-3 October 2018

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

Theatrum Mundi  
The Biscuit Factory  
SE16 4DG London

Registered Charity Number 1174149

**THEATRUM MUNDI**

## 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 a registered as a [Charitable Incorporated Organisation](#), with the aim of improving the understanding of cities through education and research. Read more about our aims and background [here](#).

We are a small team that draws on diverse skills to undertake and publish research in different forms, create public and practitioner-focused events, and facilitate creative projects. See a full list of our [projects](#) and our [publications](#).

## The project

We have recently secured funding from the [Ax:son Johnson Foundation](#) to continue our [Making Cultural Infrastructure](#) research project. The funding is currently to support a pilot study from October 2018 to January 2019, with a view to a longer-term project over the following two years dependent upon outcomes. This is allowing us to take exploratory, theoretical work published in [this report](#) to the next stage, consisting of field work to observe and analyse the spatial and cultural conditions in different forms of creative workspace in several case study cities, and eventually to develop design and planning strategies to support it.

## The role

This role is currently offered on a temporary basis to support the pilot stage of the research. There may be the possibility of extending, subject to further funding.

The coordinator will support this project by managing data collection, producing and collating research materials such as questionnaires, liaising with interviewees and partners in case study sites, planning travel and seminars / meetings, setting and monitoring deadlines, creating and managing a project-specific budget. They will need to be very independent, and willing to quickly take on and lead on the delivery of the pilot study. They will also lead on the production of a report on the pilot study, including briefing and managing on design elements, as well as creating and carrying out a strategy for public communication around the project. They may also be asked to contribute in similar ways to other TM projects.

## Essential experience

- Research project management
- Handling and safe storage of data
- Management and monitoring of expenditure
- Master's level minimum qualification in a data-related subject such as sociology, geography
- Excellent communication skills, including the ability to communicate clearly and accurately in English, both orally and in writing, with people at all levels.
- Ability to manage own work efficiently and effectively without supervision

## Desired experience

- Demonstrable interest in arts and culture in cities
- Graphic communication design
- Social media and web communication
- Press communication
- Language skills: Spanish and/or French