



Communications Coordinator

About Sadler's Wells

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

Over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy, all planned to open at the end of 2022.

The Role

The Communications Coordinator will support the Senior Communications Manager to promote awareness of Sadler's Wells as a world-leading, dynamic and inclusive dance house.

The Communications Coordinator will play a crucial role in raising the profile of the organisation with internal and external stakeholders, communicating and supporting the vision, artistic and engagement programmes of Sadler's Wells. The work will involve supporting the management of government/ Executive Office relations and contributing to the communication and promotion of our plans to open a new venue in Stratford.

The Communications team includes the Senior Communications Manager and the Communications Coordinator, and works closely with colleagues across the organisation, particularly the Content & Audiences team.

Key responsibilities

Communications and PR

- Provide communications and social media activity for Learning & Engagement activity, including the National Youth Dance Company programme, community engagement projects and events, as well as HR activity such as work opportunities and programmes
- Support on corporate communications and PR around the theatre in general, and the new theatre in Stratford in particular, especially with partners, local and national government contacts and advocacy groups
- Support on the management of advocacy and Executive Office contacts, from preparing briefing notes to meeting and greeting guests at the theatre on opening and patrons' nights
- Nurture and develop positive relationships with local and national government and advocacy contacts
- Jointly maintain the advocacy and Executive Office contact list, maintaining and updating records on Tessitura and responding to requests for information
- Support the delivery of the internal communications strategy, liaising with the Human Resources team

Digital

- Actively contribute to the implementation of the Sadler's Wells digital strategy

- Coordinate regular corporate communications output on the Sadler's Wells blog and related cross-posting on Twitter and Facebook, liaising with the Content Manager and Content Officer
- Create content for the Sadler's Wells blog

Print communications

- Manage the regular updating of corporate communications news on the event programmes, liaising with the Publications Officer
- Collate and edit content for presentations and speech notes for the Senior Management Team
- Write and edit copy for corporate communications publications, including the Annual Review, the Arts Council England Annual Survey and the Sadler's Wells Season Brochure, as well as consultation and policy documents and surveys, liaising with internal and external contacts as appropriate
- Manage the Communications content planning calendar, liaising with colleagues in all departments to ensure it is kept up-to-date

Events

- Provide administrative support for selected events, leading on communications and liaising with colleagues to ensure successful event delivery.

Other responsibilities

- Support the Executive Director and Senior Communications Manager with the preparation of Board meeting papers
- Meeting and greeting Executive Office and/or advocacy guests as necessary
- Attend occasional staff meetings, training sessions and other events, which may take place outside normal working hours as required
- Undertaking other duties as may be reasonably required
- At all times to carrying out duties and responsibilities in regards to Sadler's Wells' Equality, Diversity and Inclusion, and Health and Safety Policies. This will include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

What we are looking for

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Essential Criteria

- Excellent communication skills and high standard of written and verbal English, including proof-reading skills
- Meticulous attention to detail and high level of accuracy
- Experience of working in communications within the arts
- Demonstrated ability to develop ideas, assimilate information quickly and successfully convey it to different audiences across a range of communications channels
- Ability to work independently and as part of a team, providing support, assistance and cover as needed and remaining calm under pressure
- Excellent organisational and time management skills, including ability to prioritise a varied workload, think laterally and retain information
- Confident and enthusiastic ambassador and networker, able to represent Sadler's Wells effectively with a wide range of people internally and externally
- Interest in and commitment to inclusion within the arts and beyond

Desirable Criteria

- Knowledge and/or experience of the London arts and dance scenes and audiences
- Proficient user of relevant software (MS Office suite, Adobe, Hootsuite) and social media
- Knowledge of the UK cultural and creative industries sector and of the issues and policies affecting it
- Relevant degree in English Literature, communication, marketing or PR.

Terms and conditions

Salary £23,500 per annum, based on 35 hours per week, plus an additional paid meal break each day

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers interest-free season ticket loans

The company offers a Cycle to Work salary sacrifice scheme

The company has a Death in Service insurance policy covering twice the annual salary

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

Making an application

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

Please submit the online application form by 11.59pm on Sunday 24 February 2019. Late applications will not be considered.

Interviews will take place on Friday 1 March 2019.

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