Title of post: **Community Engagement Coordinator**

**Hours:** Part Time 20 hours per week, with occasional evenings and weekends

**Salary:** £20,780 pro rata based on 40 hour week

**Holiday entitlement:** 14 days per annum (including public holidays)

**Benefits:** 30% discount on food/drink in the Alphabetti Bar & complimentary tickets to productions at the venue.

**Contract:** Initial 1 year contract (with intention to extend) subject to probationary period.

**Start:** 17th January 2022

**Application process**   
All individuals wishing to apply should send a CV and covering letter detailing their suitability for the role via email to: programming@alphabettitheatre.co.uk **Please use email subject – [applicant name] - [*Community Engagement Coordinator*]**   
Closing application date: **5pm** **Friday 17th December 2021  
Applicants to be notified if they are invited to interview: Tuesday 21st December 2021**  
Interviews to take place on: **Tuesday 4th January 2022**

**Job Specification**

**Overview:** Thanks to a grant from The Newcastle Fund, Alphabetti are ecstatic that we are able to continue the role of Community Engagement Coordinator. The aims with this role are to connectwith people who wouldn’t normally go to theatre, offering a wide package of involvement so these individuals can create as well as experience our programme; to develop existing relationships and build new ones with community groups under our new programming model, under which Alphabetti’s year-long programme is made up of 15 three-week running productions (three of these will be family work) and one/two festivals. The far reaching aim with this role is to build long-term relationships with community groups, developing our programme so that we may begin creating productions with these groups. We have had success with this in the past with Crisis Skylight, West Rainton Primary School, Springfield Lodge Care Home, Carr Hill Community Primary School, St Mark's Court Care Home, Hotspur Primary School & Wordsworth House Care Home.

**Main duties for the role:**

* To create, update and implement a community engagement plan for the venue.
* To liaise with artists, create and implement community engagement plans for each production to a set timeline.
* To arrange and facilitate a theatre trip and accompanying workshop for a minimum of 3 community groups per production.
* To target specific groups who currently have low participation with Alphabetti and design and apply ways to better connect with these communities.
* To facilitate workshops with the community groups
* To be a face of the organisation, welcoming groups to the theatre and ensuring that their needs are fully catered for.
* To develop and implement a data collection process to sit alongside Alphabetti’s anecdotal data that will support future funding applications, and remain in keeping with Alphabetti’s ethos and atmosphere.
* To increase Alphabetti engagement with individuals in the NE4 postcode bracket, through community groups.
* To increase Alphabetti average audience capacity by 13%.
* To have a 15% increase on our engagement with individuals over the age of 65.
* To have a 15% increase on our engagement with individuals under the age of 20.
* To strengthen the relationships already forged with local community groups.

This role outline is not exhaustive and other duties/responsibilities may be required as appropriate to the successful applicant.

**Person Specification**

**Qualifications:**

**There are no minimum qualifications required for this role.**

**Essential:**   
• Organised and efficient in planning, prioritising, managing your own workload and meeting deadlines.  
• Experience of managing budgets and working with limited resources.  
• Excellent written communication and proofreading skills.  
• Excellent interpersonal skills, approachable with a positive and enthusiastic attitude.  
• Comfortable with public speaking and speaking over the phone.  
• Excellent knowledge and experience of working with a range of computer software.  
• Experience in social media, print and distribution, advertising, direct mail, e-marketing and new media.  
• Experience of monitoring, analysing and evaluating campaigns and projects.  
• An understanding of the wider arts sector.  
• An understanding of the region.  
• Comfortable with dogs and children.

• Passion for the arts and culture sector

**Desirable:**   
• Experience of implementing community engagement and audience development strategies within the arts sector  
• Experience of managing accessible theatre performances  
• Experience of working with hard to reach community groups and audiences and success in engaging them with arts activity.  
• Experience in working in a small team.  
• Experience working in an arts or cultural organisation.  
• Up to date First Aid training  
• Up to date DBS clearance

**About Alphabetti Theatre**

Alphabetti Theatre is an award winning, artist led 80-seat theatre located in Newcastle upon Tyne. We are a registered charity with an additional trading arm; in addition to the venue our building consists of a bar/café space, two rehearsal rooms, office, and 4 artist studios. We are the only dedicated studio theatre in the region. We strive to sustain a socio-economically accessible venue, believing that great art should be for everyone, regardless of financial situation. Running a unique and progressive ticketing policy, all of our tickets are part of our ‘Pay What You Feel’ scheme, meaning that audience members pay what they are able to afford.

Alphabetti create, produce and programme new original work from across the performing arts. Alphabetti is a safe and welcoming space for the community and provides a platform for artists and audiences to experiment, evolve and discover excellence. We create and present high quality performances that are accessible, relatable and challenging. We operate as a meeting ground, hosting regular community group events and talks, and our bar/café space is a safe space for people to gather. We continue ensure our work makes connections with underrepresented or disadvantaged groups, regularly developing projects and collaborations with these individuals.

The company and venue was founded and built out of necessity in 2012 in response to a lack of opportunities for emerging and early-career artists in the North East, whilst providing a space for non-theatregoing audiences to enjoy arts and culture. Embracing a DIY ethos the venue has been built largely by artists and volunteers, with our limited resources focussed on the people that engage with us: audiences and artists.

Over the last 4 years we averaged annually 300 performances, supporting 1,250 artists and welcoming 12,000 audience members. Under our new programming model, we annually co-produce 15 three-week shows (each for 18 performances), 3 of which are family friendly; 77 artist development performances; 33 music, comedy or cabaret performances.

Alphabetti welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality. This is a fast-paced, varied, and extremely rewarding role for the right candidate. Alphabetti is about to go through another burst of growth; we are looking for someone who has the capacity to hit the ground running and grow with us through our next phase.