

FROZEN LIGHT

Frozen Light are Seeking a Project Administrator!

Frozen Light is offering an exciting opportunity to join their team as Project Administrator, initially on a fixed term basis for three months, with the strong potential for extension.

Frozen Light create innovative multi-sensory immersive theatre productions for audiences with Profound and Multiple Learning Disabilities, We are looking for an enthusiastic Administrator with exceptional communication skills and a passion for making the arts more accessible.

Company Overview

'The performance blended all five senses, we didn't just watch we felt it, we heard it, we could smell it and we could touch it. To Zack that is conversation, that is interaction and that is bringing the world to him.' **The Boy with Five Names – Blog**

Frozen Light create multi-sensory immersive theatre productions for audiences with Profound and Multiple Learning Disabilities (PMLD). Founded in 2012 by Co-Artistic Directors Lucy Garland and Amber Onat Gregory, our company have produced three theatre shows and have toured to over 50 theatre venues and arts centres nationally, with our last tour of HOME reaching over 800 people with PMLD UK-wide. In 2016 we were the first theatre company to take a show specifically for people with PMLD to the Edinburgh Festival Fringe, and we returned this year as part of the British Council showcase. We are currently going into development for our fourth production which will premiere in May 2018.

"People with PMLD have more than once disability, the most significant of which is a profound learning disability. All people who have profound and multiple learning disabilities will have great difficulty communicating. Many people will have additional sensory or physical disabilities, complex health needs or mental health difficulties"

About Profound and Multiple Learning Disabilities, Factsheet – PMLD Network

Our audience's needs are at the heart of the theatre we create. Our productions are multi-sensory, with original live music, signed communication, and are performed to a small group of audience members at close proximity, to ensure that our audience are able to access the production.

Upcoming projects include Visualising Sound (working title) with its premiere in May 2018 followed by an Autumn 2018/Spring 2019 tour.

For more information about our previous work, please visit our website:
www.frozenlighttheatre.com

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Please find enclosed a: Job Description
 Job Specification
 Person Specification

How do I apply?

To apply, please send an application form to Lucy Garland,
info@frozenlighttheatre.com

Application Deadline: **Friday 20th October 2017, 12pm**

Frozen Light is committed to access, inclusivity, diversity and equal opportunities. We welcome applications from all sections of the community, and are committed to creating a diverse company.

Job Description

Job Title: Project Administrator

Reports to: Co-Artistic Directors

Key Working Relationships: Associate Producer, Production Manager

Job Purpose: To support the artistic directors of the company in the general day to day administration of Frozen Light alongside more project specific roles. The role will be very diverse, covering tasks including: audience development; marketing; PR; bookkeeping and fundraising.

Key Responsibilities:

- To help with the general admin associated with the running of Frozen Light, this might include answering e-mail enquiries, filing, keeping google drive updated etc.
- To keep the company's audience database updated with any enquiries.

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- Be responsible for the company's audience development needs. To keep in close contact with tour venues in the run up to tour dates and support them in finding audiences for our shows. Maintaining good relationships with audiences and venues to ensure the company creates long term relationships for the future.
- To send out marketing material pre-tour and liaise with venue marketing and box office teams to ensure our show is selling.
- To send out Frozen Lights training information regarding marketing and selling tickets to audiences with PMLD. Ensure that the relevant people at the theatre venues have accessed this information.
- To develop PR and press relationships to ensure that Frozen Light's work gets reviewed and written/spoken about in the press.
- To support the artistic directors in their social media strategy, suggesting tweets, Facebook and Instagram posts. Noting the reach of the social media output and developing ways to reach more targeted groups.
- To support the artistic directors in the creation of Frozen Lights quarterly newsletters using Mailchimp.
- To conduct weekly bookkeeping using Xero to ensure that the Frozen Light accounts are up to date.
- To conduct research into potential funding streams to contribute towards the realization of the company's work, drafting funding bids and applications as required.
- To maintain the security and confidential status of all information as designated, and to conduct all activities in a professional manner at all times.
- To undertake any other reasonable responsibilities as and when required.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.

Job Specification

Hours: 28 hours per week, typically over 4 days per week

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Please note that additional hours may be required during heightened periods of activity. Any overtime is to be taken as time off in lieu at a later date by arrangement with the Co-Artistic Directors

Location: You will be based at our Norwich office: Martineau Hall, 21 Colegate, Norwich, NR3 1BN

Fee: £9 per hour

Terms of Contract: This role is for 4 days per week starting from November 2017. This role is offered initially on a fixed term basis for three months, with the strong potential for extension until Summer 2019, subject to funding.

Person Specification

Essential Skills

- IT Literate, with a good working knowledge of Microsoft Word and Excel
- Demonstrable experience of providing administrative services
- An understanding of effective and efficient approaches to research
- Exceptional attention to detail
- A passion for greater access and inclusion within the arts
- Good communication skills both face to face and on the phone
- Ability to create positive, collaborative relationships with stakeholders at all levels
- Conscientious with a positive can-do attitude
- Ability to work autonomously

Desirable Skills

- Basic knowledge of current learning disability best practice
- Experience of working in the arts
- Experience of theatre administration
- Experience in marketing
- Knowledge of Xero bookkeeping system
- Holds a current driving license