



Hubbub Theatre

integrated physical theatre

with moderate learning disabilities. Hubbub creates original devised work for indoor and outdoor performance. The company is based at Déda, Derby and works closely with local and regional partners and venues.

Company

are an exciting

company working with actors

Hubbub Theatre Company offers a unique Actor Training programme for adults with moderate learning disabilities who have commitment and ambition, a 'Get involved' programme of theatre activity including the Hubbub social events, regular weekly workshops and an outreach programme.

To find out more about our work please visit our [website](#). We have some great films to watch!!

We are looking for a committed, enthusiastic, Company Coordinator to join us at an exciting time in our development. This role will help support the Hubbub team to realise our values and aspirations and deliver our regular programmes as well as our National Lottery funded, Reaching Communities, 3-year programme.

Job Description

The Company Coordinator is a new and key role to keep all aspects of Hubbub on track and running smoothly. Working closely with the Artistic Director, Executive Director, Co-Directors and team of freelance producers and facilitators your administrative skills will help 'glue' together the rich and diverse activities Hubbub are involved in and produce.

As Company Coordinator, you will be responsible for the smooth day-to-day running of the company across all elements of administration, this includes supporting the Artistic Director and Executive Director with board management, funder reporting and personnel. Supporting the Co-Directors and Producers with workshop and rehearsal co-ordination, as well as correspondence with stakeholders and audiences.

The ideal candidate(s) will:

- Experience of general administration with strong IT skills. With sound knowledge and experience in managing office systems
- Strong organisational skills, time management and the ability to prioritise
- The ability to manage and support a number of different projects concurrently
- Experience of minute taking and report writing
- Excellent attention to detail, thoroughness and ability to complete tasks in a timely manner
- Excellent interpersonal and communication skills, written and verbal with the ability to communicate with different stakeholder groups with sensitivity, confidentiality and care
- Positive attitude with a high level of self-motivation and the ability to work on your own initiative

- Have excellent professional conduct and communication skills to manage relationships with all relevant people in the company
- Be enthusiastic, creative and a good team player
- Be flexible, adaptable and have a good sense of fun and be able to support a busy company on a day-to-day basis
- Have experience, and/or a keen interest in developing skills in working with learning disabled, autistic and neurodivergent young people and adults
- An affinity with Hubbub's vision and ethos and an understanding of working with Learning Disabled, Autistic and Neurodivergent people

Terms & Conditions

- Job Title: Company Coordinator
- Salary: £20k (pro rata £12k)
- Hours: Part time x 3 days (21 hours per week)
- Annual leave entitlement: 28 days (pro rata) inc of Bank Holidays
- Contract: Fixed term x 3 years
- Closing date: 11th April 2023 5pm
- Location: Hubbub Theatre Company work from their base at Deda in Derby.

How to Apply

To apply, please send a CV and covering letter (2 sides of A4 maximum) to ruth@hubbubtheatre.org that tells us about yourself, why you're interested in this role specifically, and how your skills and experience match against those detailed in the Job Description. Your CV does not need to include your entire working history, please select what you see to be relevant to this role.

If you would prefer to submit your application in a different way, we also welcome video or audio submissions. Files should be no more than 5 minutes long, and submitted via WeTransfer to ruth@hubbubtheatre.org

- Contact name: Ruth Lee – Executive Director
- Contact email: ruth@hubbubtheatre.org

Equal Opportunities

Hubbub is committed to an equal opportunities policy in its employment practices with the aim of ensuring that everyone who applies to work with us receives fair treatment. To help us to achieve this we ask that you please complete the monitoring form enclosed. This information will not be used as part of the recruitment process however we do ask on the application form if you have any access needs for interview. We welcome applications from people from diverse backgrounds with and without disabilities.