



Marketing & Tour Coordinator

6 month initial contract

Based at Krowji, Redruth

Evening and weekend work will be required

£18-20,000 per annum (pro-rata, dependent on experience)

About Miracle Theatre

Established in 1979, Miracle is one of the South West's key arts organisations.

It produces a rich mix of touring theatre, always with a unique comic style, joyful use of language and an immediate visual appeal. It embraces digital technology and nurtures new writers, performers, venues and promoters.

Miracle works with promoters to build audiences by bringing 'big' shows to little venues; it is committed to touring work which is innovative, but not intimidating, to communities in the far flung corners of the UK.

Miracle is caretaker of the Miracle Space: a hub for small-scale theatre in the South West.

Miracle is looking for an energetic, motivated and committed individual to join its small team. As Marketing and Tour Coordinator, you will have the drive and ideas to help make sure as many people as possible come to see our shows and the communication skills and eye for detail to make sure our tours run as smoothly as possible, by supporting venues and the touring company.

This is a rare opportunity to develop your experience of touring theatre and event management in a professional, supportive and fun environment.

Essential Skills and Experience:

- A passion for the arts
- Excellent interpersonal skills
- Great written, verbal and visual communications skills
- Fantastic attention to detail
- Experience in digital communications and social media
- An interest in event management
- Good administrative and IT skills
- Full driving license and use of a car

Good local knowledge of Cornwall is desirable but not essential.

Marketing: Working with the Communications Manager you will implement and deliver marketing, audience development and PR campaigns.

Example Duties:

- Implement online and digital marketing strategies:
 - Contribute content and update the company website
 - Contribute & create twice monthly e-newsletter
 - Contribute & update Facebook, Twitter and other social media
 - Contribute to the development of Miracle's online and social media profile
- Manage all event listings
- Distribution of all marketing materials

- Maintain, develop and exploit databases including audience mailing lists
- Gathering audience and venue feedback
- Collate archive of PR coverage & communications material.

Box Office & Event Coordination

- Support Communications Manager to oversee events – manage box office and front of house team and ensure event runs smoothly and audience experience exceeds expectations!
- Ensure high quality of customer service
- Liaise with external box office, arrange ticket collection, set up mobile box office
- Coordinate sales of merchandise
- Coordinate volunteers programme

Tour Coordination

Working with the Communications Manager and General Manager you will help ensure the smooth-running of the summer tour for everyone involved: venues, audience and touring company.

Example duties:

- Operational liaison with venues
- Provide schedules and travel info to touring company
- Coordinate hospitality requirements
- Book additional facilities – loos, generator etc
- Coordinate legal requirements for touring
- Contract administration – venues, promoters and hires

General Administration:

You will be the first point of contact for general enquiries and the touring company, answering the phone and monitoring emails. You will share responsibility for keeping the Miracle building clean, tidy and orderly and support the General Manager and Communications Manager with administrative tasks and implement new systems as required.

Our flexible approach:

This role is offered on an initial six month full-time contract and has the potential to be extended dependent on funding. There may be flexibility on the length and structure of the contract, as finding the right person for our team is the most important thing. Please contact us for an informal chat about the scope of the role if you have any questions.

How to Apply:

To apply, please send a covering letter (up to 2 pages) telling us how you fit the job spec above (particularly the essential criteria) and why you would like to work for Miracle Theatre. Please email this and a copy of your CV to emma@miracletheatre.co.uk with the subject Marketing & Tour Coordinator Application.

For an informal chat about the position please call Emma or Annie on 01209 216762.

Closing date: 10am Mon 18th April

Proposed interview date: Fri 22nd April

Preferred start date: W/c 16th May (or to be agreed)