



Project Coordinator Job Description

Purpose of Job

This role exists to help bring the Artistic Director's vision alive through coordination and practical delivery of projects, and to support the effective and efficient running of the company at an administration level.

Responsible To: Head Of Engagement

Responsible For: Projects Assistant (Intern)

The Role

The Project Coordinator works closely with the Artistic Director, Head of Engagement and Executive Director in the delivery of the company's artistic and strategic aims.

Key Responsibilities

Strategic Planning

1. Support the development of the artistic vision and contribute to development of the annual objectives in the Business Plan.

2. Contribute to all company meetings and team planning days

Artistic Delivery

1. Provide administrative support to the Head of Engagement to deliver a spectrum of participation projects working with communities, venues and education partners ensuring high quality delivery.
2. Support workshops sessions as required.
3. Coordinate touring logistics including issuing contracts, schedules, accommodation and transport bookings, sourcing materials and booking equipment.

Communications and Marketing

1. Support the delivery of targeted marketing plans working closely with the Head of Communications, Digital Media Manager and Head of Engagement to create a joint approach to ensure targets are met.
2. Support the delivery of the company's Audience Development plans
3. Contribute to Team Logic communications and social media as required.

Administration and Company Management

1. Ensure a smooth flow of information throughout the company
2. Contribute to the efficient running of the company office and its systems

Financial and Legal

1. Responsible for logging expenditure and income in delegated project budgets
2. Provide administrative support to financial systems
3. Bank cheques and cash within three working days

Networking and Advocacy

1. Promote and advocate for the company and its work where appropriate
2. Attend company and production meetings, sharings, platforms, previews, press nights, fundraising events and other ZLDT events as required.

Governance, Legal and Compliance

1. Attend board meetings and act as Company minute taker
2. To adhere to agreed company policy, practice and procedures: including Health and Safety, Equal

Opportunities, Children and Vulnerable Person's policies

3. Ensure compliance with the Data Protection Act.

Evaluation and Monitoring

1. Contribute to the evaluation of the artistic programme and business strategy collecting and documenting data.
2. Contribute to the collection of monitoring data

HR and Line Management

1. Line manage the Projects Assistant, supported by the Executive Director.
2. To contribute to appraisal and review of members of the operational team as appropriate.

Other

1. To attend scheduled team and project meetings
2. Any other duties that may reasonably be expected in order to support the delivery of the company's aims and objectives
3. Adhere to all company policies and procedures including Safeguarding (training will be provided)