



COMMUNICATIONS ASSOCIATE

RECRUITMENT PACK



INTRODUCTION



"THE COMPANY WHO BURST OPEN OUR CONSCIOUSNESS"

Lyn Gardner, The Guardian

Common Wealth are an award-winning site-specific theatre company making theatre and performance that encompasses electronic sound, new writing, visual design and verbatim. Our work is political and contemporary - about the here and now, addressing relevant subjects and the concerns of our times.

We stage our work in the heart of communities – a residential house, a boxing gym, or a car park – places where people who might not ordinarily go to the theatre might come instead. We want to smash open theatre and make it accessible and of interest to working-class people, by platforming working-class protagonists as collaborators and performers in the artistic work, and as audiences. Alongside, we work with experienced, trained creative teams.

Our ideas are rooted in socialist politics, working-class backgrounds, a keen interest in contemporary art, the people that we meet, and an idealistic ambition to shift things. We see our artistic projects as campaigns, as a way of bringing people together and making change feel possible.

Common Wealth are based in both Bradford and Cardiff and make work that tours across the UK and internationally. Recent projects have included *Peaceophobia*, *Off the Curriculum*, *You are here as a witness*, *Reclaim the Space*, and *Fast, Fast, Slow*.

Common Wealth is an Arts Council England National Portfolio Organisation, and part of Arts Council Wales portfolio. We are also regularly funded by Bradford Council and a variety of trusts and foundations.

Common Wealth is a limited company (no. 7799494) and registered charity (no. 1185967). We are governed by a voluntary Board of Trustees who also serve as non-executive Directors, who have delegated day to day responsibility to the senior team, the two founders and Co-Artistic Directors and the Executive Director.

ROLE PARTICULARS

Role Title

Communications Associate (Cardiff)

Reporting to

Rhiannon White, Co-Artistic Director (Cardiff)

Salary

£26,520 pro-rata. We would consider this role being delivered by a freelancer (on an equivalent financial basis) dependent on meeting HMRC requirements

Contract

Part-time – 2 days per week, initially for 6 months and possibly longer-term following a review

Holiday

7 days (FT: 35 days paid holiday per annum including British public holidays and bank holidays (*pro-rata*). 35×0.4 (2/5 days) $\times 50\%$ (6 month contract)

Normal Hours

7 hours per day generally within 9am-6pm weekdays, though flexible working is encouraged. Some work

at weekends and during unsociable hours is also required in line with our programme – time off in lieu to be arranged, no overtime paid.

Location

At least 1 day per week at our office at Llanrumney Hall, East Cardiff, CF3. Occasional need to travel to other locations.

Start Date

Ideally April 2024

Probationary Period

2 months

Notice Period

1 month

Pension

We offer a pension under auto-enrolment legislation with pension provider, NEST. Common Wealth makes a 3% contribution, and employees make a 5% contribution, after completion of probationary period.



ABOUT THE ROLE

COMMON WEALTH ARE LOOKING FOR A CARDIFF-BASED COMMUNICATIONS ASSOCIATE, INITIALLY FOR A 6-MONTH PERIOD.

With website management, social platforms including scheduling experience, and excellent copy writing skills, you'll work collaboratively with a counterpart in Bradford to share the company's news, opportunities and artistic work. Experience in marketing and communications is required, especially in digital communications.

ROLE DESCRIPTION

Advocacy

- Advocate for Common Wealth's work in person and through developing communication materials/assets for a range of audiences, including writing well-crafted copy and arranging translation into Welsh

Planning/Strategy

- Support development of a company-wide Audience Development and Communications Plan, joining up all aspects of the organisation's work and activities (alongside Bradford-based Communications Associate)

Project Campaigns

- Develop and deliver project communications plans/campaigns, in liaison with the rest of the team and our project partners

Research & Information Management

- Carry out research to update and expand the organisation's contacts/stakeholders, to identify potential funders/supporters and to implement best practice around accessible, bi-lingual and inclusive communications

Profile & Media

- Ensure consistency of the organisation's brand in all areas of communication (alongside Bradford-based Communications Associate)
- Support press and PR specialists we work with for specific projects and profile-raising campaigns in order to increase the organisation's press and media coverage



ROLE DESCRIPTION

Production of materials and assets

- Use our brand assets to create basic communication assets, digital content and adverts
- Managing external creatives to develop high quality, accessible communications materials

Website & Digital

- Maintain and refresh the website to ensure it is dynamic, engaging and telling the story of Common Wealth through regular content updates (alongside Bradford-based Communications Associate)
- Plan, write and schedule our digital communications including email newsletters, social posts, blogs and other online content (alongside Bradford-based Communications Associate)
- Monitor our digital impact (alongside Bradford-based Communications Associate)

Documentation

- Support documentation of the organisation's activities through photography, video and other methods including engaging others to do this work

Evaluation

- Support the organisation's ambitions to develop its reach and impact
- Support the Executive Director to develop an Evaluation Framework for the organisation (alongside Bradford-based Communications Associate)
- Develop feedback and evaluation assets and implement these, as well as collating the data, including data entry
- Support monitoring and evaluation of the effectiveness of the Audience Development and Comms Plan

Administration

- Support all members of the team by undertaking administrative tasks such as researching and booking travel and accommodation as well as regular finance related and data entry tasks

Other

- Attend weekly catch ups and regular project planning meetings, as well as participate in any relevant strategic conversations
- Undertake training, where appropriate, in order to meet the aims and objectives of the organisation's Business Plan and for personal development where agreed
- Support the development and implementation of Common Wealth's policies and procedures as well as measurement processes/tools required by our funders
- Carry out any other duties commensurate with the role

PERSON SPECIFICATION

WE WOULD EXPECT THOSE APPLYING TO MEET ALL THE ESSENTIAL REQUIREMENTS AND HAVE SOME OF THE DESIRABLE ONES TOO:

Essential:

- At least 1 year experience of marketing/communications
- Digital communications skills – native user of socials
- A strong verbal communicator, comfortable talking with a wide range of people. Fluent in English (though English doesn't have to be your first language) and ideally Welsh speaking.
- Strong writing skills, adaptable for a range of purposes
- Excellent attention to detail, and accuracy
- Good visual/graphic design sense
- High level of computer literacy
- Strong administration skills, organised and good time management
- Self-motivated, showing initiative and ownership, and able to work independently without supervision, and as part of a team
- Ability to work concurrently across a range of projects, to prioritise workload, and work to tight deadlines
- Ability to work safely and confidentially via web-based access at home where required
- Willingness to undertake evening and weekend work as required which may, on occasion, involve traveling
- Knowledge of and interest in theatre or the arts
- Commitment to equality of opportunity and inclusion and contribution to our policy and action plans
- Commitment to climate justice and contributing to our policy and action plans

Desirable:

- Bi-lingual – Welsh and English
- Experience of managing media relationships and campaigns
- Experience in using design programmes such as Adobe Photoshop/ InDesign/ Illustrator, Final Cut Pro, Light Room, Canva (training can be provided)
- Understanding of and interest in learning and evaluation
- Knowledge of GDPR
- Knowledge of Common Wealth
- Knowledge of and interest in contemporary performance
- Previous experience/a desire to work remotely or in a hybrid way



TO APPLY & TIMELINE

We welcome applications from everyone and particularly encourage people to apply who are from working-class backgrounds and others who are under-represented in the theatre industry, and from those who experience discrimination. This includes people who are Black, Asian, Roma, Eastern European, queer, have lived experience of disability, caring responsibilities or are care experienced.

Please send your current CV, together with a covering letter of no more than 3 sides of A4 detailing how you meet the person specification to [**recruitment@commonwealththeatre.co.uk**](mailto:recruitment@commonwealththeatre.co.uk) by 10am, Monday 4 March 2024.

You can also provide all this information (CV and how you meet the person specification) via a video or audio clip (no more than 4 minutes) and send via email.

We are dedicated to meeting access requirements; just let us know what you need, via [**recruitment@commonwealththeatre.co.uk**](mailto:recruitment@commonwealththeatre.co.uk)

Please also complete our Equal Opportunities Form [**here**](#).

Those invited to interview for the role will be informed by Wednesday 6 March 2024.

We will let every applicant know whether they've been successful or not.

For those shortlisted for interview, we will ask you to attend in person or online, an informal conversation with a few members of the team.

Interviews will take place on Monday 18 or Tuesday 19 March 2024.





TWITTER & INSTAGRAM: @COMMON_WEALTHHQ

COMMONWEALTHTHEATRE.CO.UK



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