



Operations Coordinator

Big Brum Theatre in Education Company is offering an exciting new opportunity. We are looking to recruit a full-time Operations Coordinator to work in a supporting role overseeing the Charity's daily administration, use of resources, marketing, and fundraising.

Big Brum Theatre in Education Company is the oldest T.I.E company operating in the UK and has been producing high quality Theatre in Education programmes, nationally and internationally, for 40 years. We are looking for a forward-thinking, dynamic, and dedicated new team member to help grow the company and carry its work into the future. An individual who is enthusiastic about young people's wellbeing, about how the arts can be a powerful tool to help make meaning and positive change in their lives, and someone who is curious about the world we live in.

For More information: <https://bigbrum.org.uk/vacancies>

How to apply

Please send the following to judy@bigbrum.org.uk with 'Operations Coordinator' in the email title:

- A proposal outlining how you meet the person specification and outlining your relevant experience in relation to the job description (no more than 2000 words).
- Your CV
- Your contact details

Deadline for applications: 8pm 17th July 2022

Candidates who are selected for interview will be notified by 29th July 2022

Interviews will take place w/c 22nd August 2022

Start date: as soon as possible

Big Brum is committed to building an inclusive and diverse organisation that reflects our region and the communities with whom we work. We recognise that diversity brings a wealth of benefits and strongly encourage applications from all interested people with related experience, regardless of age, ethnicity, gender, trans and non-binary candidates, LGBTQ+ candidates and those who have a disability. If you have any access needs relevant to the process, please get in touch with us directly to discuss them.

If you would like to find out more about what the role might involve, please contact our Artistic Director Richard Holmes, richard@bigbrum.org.uk