



**PAPERWORK  
THEATRE**

# **Paperwork Theatre CIC are seeking a Project Coordinator**

## **Role**

Project Coordinator

## **Responsible to**

Co Artistic Directors

## **Who we are**

We are Paperwork Theatre.

We create bold theatre and events which are joyful, playful and full of humanity, staged in traditional theatres, unusual places, and community owned spaces. We are theatre makers, living, working and creating in the North West where we champion artistic excellence whilst maintaining a national outlook, working with established and emerging artists from across the UK. Our work is delivered across 3 core strands: Theatre, Community & Artist Opportunities and is created in response to the question “what does the world need right now?”

Take a look at this short video <https://www.youtube.com/watch?v=0TnbPh1tIEQ>

Check out our latest annual report [https://issuu.com/paperworktheatre/docs/annual\\_report\\_20-21\\_1](https://issuu.com/paperworktheatre/docs/annual_report_20-21_1)

## **Job Description**

You will be responsible for the planning and delivery of creative projects within our Community and Artist Opportunities strands including:

- Facilitating weekly drama workshops (online and face to face) with women to reduce loneliness and isolation through drama and creative writing
- Planning and delivery of a creative training programme for women who are currently unemployed, to build confidence through drama and performance
- Contributing to bespoke workshop programs for professional theatre makers

*Due to the sensitive nature of our community work, we are seeking female applicants only for this role*

## **You will**

- Be an excellent facilitator and theatre maker with experience running workshops and creative projects with both adults and young people using drama.
- Be passionate about supporting people to achieve their best through participation in the arts and the use of creativity to enrich people's lives, places and communities
- Have good administration skills including keeping records, use of IT software, zoom and social media platforms.

- Be able to work well as part of a small creative team and be able to work to your own initiative to meet deadlines.
- Have experience of working with diverse communities.
- Have great communication and interpersonal skills.
- Knowledge of the theatre/cultural sector
- Knowledge of the local community and the social landscape.

### **Essential**

- Applicants must have at least 2 years experience working in this field.
- Current enhanced DBS check

### **Contract**

Approximately 1 day per week until December 2021, £150 per day.

This is a freelance position

### **Location**

Office based in Baltic Triangle and workshop delivery in Liverpool City Centre.

### **How to apply**

Please send a CV including 2 referees and a cover letter (2 sides of A4 maximum or a video no longer than 3 minutes) outlining:

- what experience you can bring to the role in relation to the points above
- why you'd like to become our Project Coordinator
- why you would like to work with Paperwork Theatre

Please send videos via We Transfer.

The deadline is Friday 13th August 5:00pm.

Interviews 16th & 17th August, shortlisted applicants may be invited to an interview workshop 18th August 4.30-6pm in Liverpool City Centre where you will be asked to lead an activity.

Please send applications to [info@paperworktheatre.co.uk](mailto:info@paperworktheatre.co.uk) with the subject PROJECT COORDINATOR + your name.

If you would like an informal conversation about this role before applying, please send us an email.