19 October 2015

DIGITAL MEDIA APPRENTICE

Please find enclosed information on the Digital Media Apprentice.

Please refer to the Digital Media Apprentice description and person specification in your application. If you have any difficulties or questions please contact 0115 837 1950 or email edward@nonsuchtheatre.com.

Thank you for your interest in Nonsuch Theatre.

Kind regards

Edward Boott
Artistic Director & CEO
ABOUT NONSUCH THEATRE

Who we are
Nonsuch Theatre is an international, contemporary theatre company based in Nottingham working across the three strands of performance, outreach and space. Our work is internationally driven but firmly rooted in the communities that surround and inspire us.

Our Mission
To create culturally inspiring experiences that make lives better, more interesting and different.

Our Vision
To produce outstanding theatrical experiences inspired by the world around us and the extraordinary nature of our imaginations that provide escape and an opportunity to be FREERANGE.

Being FREERANGE
We care so much about the life of the meat on our plate, but do we care that much about our own life? We want people to be free, to travel, explore and discover the world around them, to question and always keep learning, sharing what they learn with the communities around them to make the world a better place. There are no boundaries. There are no bad questions. There is unstoppable creativity.
DIGITAL MEDIA APPRENTICE
JOB DESCRIPTION

Responsible to: The Digital Media Apprentice will work as part of the team at Nonsuch Theatre and will be responsible to the Artistic Director.

Salary: TBC

Hours of work: You will work 30 hours per week.

Place of work: Nonsuch Theatre’s offices, Nottingham City Centre.

This role covers the development and implementation of Nonsuch Theatre’s Digital Strategy as the company moves towards a more engaging, multi-channel approach to its operations. The role will look at marketing strategy and communication, digital media production and digital product innovation.

The role has a specific emphasis on:
• growing the company’s marketing presence and social awareness
• working creatively to produce digital media content for all of the company’s digital platforms
• supporting with the company’s artistic team to develop new digital products and artworks to innovate exciting approaches to contemporary performance

Marketing & Digital Communication
• to deliver and support the company’s social media presence across all platforms
• to collate and produce eNewsletters
• develop content and update the back end of Nonsuch Theatre’s website
• to design digital content for all platforms including print media

Digital Media Production
• to film and edit marketing films and photographs for Nonsuch Theatre’s activities
• to collaborate with the artistic team to find creative ways of using digital media in the company’s work
• to research possibilities for digital media development and report back regularly to the artistic team

Digital Product Development
• to support the outreach team on the development of digital resources, education products and digital performance possibilities.

General
• to ensure all marketing activities comply with Nonsuch Theatre’s branding regulations
• to ensure that Nonsuch Theatre has best intelligence about cultural and social initiatives, grant funding, arts-related initiatives and educational initiatives.
• to be a strong and independent part of a dynamic and rapidly growing team.
• to at all times follow and support Nonsuch Theatre’s policies on Equality, Health & Safety, Safeguarding and Data Protection.
• to support at all times the financial integrity of the company and not-for-profit credentials, ensuring turnover is maximised and waste minimised.
• to carry out other duties as may be reasonably expected by the post.
PERSON SPECIFICATION

Essential Criteria
• An energetic and engaging individual with a passion for theatre and digital arts.
• The ability to work and engage with a wide range of groups, personalities and positively respond to difficult situations and pressured environments.
• Having a minimum of 5 A*-B GCSEs including Maths, English and ideally an arts subject.
• Confidence and experience in using social media, marketing and promotion.
• Confidence in photography (DSLR), filmography and editing.
• Confidence in elements of graphic design for digital and print media.
• High computer literacy across PC, Mac and Chrome platforms
• Experience of using the following software packages:
  • Adobe Creative Suite (Photoshop, InDesign, PremierPro, Muse)
  • Apple iWorks (Pages, Keynote, Numbers)
• Superb organisational skills with the ability to prioritise and meet deadlines effectively.
• Excellent interpersonal skills and confidence in working with others.
• A motivating, self-aware and observant individual and team player with a flexible approach to work.
• An individual that is able to command attention when working independently or without support and can equally respond positively to critique and instruction.
• Excellent communication skills both written and verbal.
• The ability to act on initiative and accept responsibility for actions.

Desirable Criteria
• Experience of working with or in partnership with arts organisations or in arts marketing.
• Experience of using databases.
• Experience of project software ASANA.
• Possession of a full, clean driving license.