Job title	**Communications and Marketing Co-ordinator**		
Team	Comms and Marketing	**Terms of Engagement**	Individual Employment Agreement. Permanent, full-time
Reports to	Comms and Marketing Manager	**Hours of Work**	40 hours per week
Date	October 2021		

Purpose of the Role	To support the delivery, development and enhancement of initiatives that positively reflect and promote The Court Theatre, its productions and its overall value to its community.

The Court	Hidden in Christchurch's suburb of Addington is New Zealand's largest theatre company. In its post-earthquake refuge "The Shed" - an old grain shed – is a magical world of happiness, laughter, drama and intrigue. Inside the walls of "The Shed" is a diverse and dynamic company of 60 permanent staff plus hundreds of artists and artisans who produce 19 productions each year. Over 150,000 ticket buyers enter The Court each year to feast on the varied offering of theatrical works, all created and produced on-site. The Court has matched the ever-diversifying Christchurch population and creates and supports work for everyone in our community including children and families, for the Tangata Whenua and for Christchurch's growing Pasifika communities. We have a strong education programme and we support new writing for theatre. The Court Theatre is your theatre. Whoever you are. Come and be part of our team.

Our People	Our people are resilient and flexible learners who are highly skilled team players

Our Vision & Values	**The Court Theatre's Vision** – The Court Theatre is your theatre, whoever you are. **The Court's Artistic Vision** – To provoke stirring reactions through great theatre experiences that question and celebrate our humanity. **Maiatanga – Courageous**: We work fiercely and bravely, knowing that reward requires risk. We are not afraid to push into the unknown **Manaakitanga – Welcoming**: We make all who come to The Court welcome. The Court is an inclusive place to gather. We are respectful

	Whanaungatanga – Belonging: We are whanau. We celebrate diversity. We share experiences **Kotahitanga – One Team**: We work together as one team for The Court

Key Responsibilities
• Work within the Communications and Marketing team to support cohesive and creative representations of our brand and production and improve our public presence. • Contribute promotional ideas and assist the team in their delivery • Work to assist the Comms and Marketing Manager in all aspects of the department as requested. **Communications:** • Production of key promotional material including newsletters; programmes; education packs; media releases • Media – drafting PR releases, liaising with media re photo and interview requests • Respond professionally to any enquiries received via our social media accounts, safeguarding our reputation, but clearly giving information that will enhance our business. • Ensure all communications conform to best practice and to The Court's corporate style for each audience **Marketing:** • Online advertising: experience/familiarity with social media platforms, creating and running Google Adwords and Facebook ad campaigns. Familiarity with other social media platforms and the opportunities they may present an advantage • Maintaining website and presence; ability to use Silverstripe or a similar web editing package. SEO experience and advantage • Skills in producing creative video/photography content to use as marketing/brand engagement material. • Develop and maintain relationships with all staff teams, work respectfully alongside them to produce creative marketing material that meets their needs, and the company's requirements • Photography and videography/editing experience is a benefit to assist in creation of online promotional material. **General:** • Abide by all policies and procedures of The Court Theatre and ensure that these are adhered to. • Ensure adherence to the Health and Safety at Work Act 2015. • Any other duties as required by the Comms and Marketing Manager and/or Chief Executive.

Core Competencies	
Writing and reporting	• Writing correctly • Writing clearly and fluently • Writing in an expressive and engaging style • Targeting communication

Developing results and meeting customer expectations	• Focusing on customer needs and satisfaction • Setting high standards for quality • Monitoring and maintaining quality • Working systematically • Maintaining quality processes • Maintaining productivity levels • Driving projects to results
Learning and researching	• Learning quickly • Gathering information • Thinking quickly • Encouraging and supporting organisational learning • Managing knowledge
Coping with pressures and setbacks	• Coping with pressure • Showing emotional self-control • Balancing work and personal life • Maintaining and positive outlook • Handling criticism

Person Specs:

- Take initiative
- Sense of humour
- Comfortable in working in shared spaces, literally and figuratively