



Job Title	Communications Manager		
Team	Comms	Terms of Engagement	Individual Employment Agreement. Permanent, full time
Reports To	Chief Executive	Hours of Work	40 hours per week, some flexibility with days and times
Date	August 2020	Tier	3

Purpose of the Role	To develop and implement a proactive strategic communications plan for The Court Theatre to ensure effective communications with all stakeholders of The Court Theatre, growing the awareness for The Court Theatre particularly in new markets.
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The Court Theatre and The Court Theatre Foundation	<p>CREATING THEATRE CREATING HEART</p> <p>The Court has been a place of gathering for Cantabrians and visitors to the region of almost 50 years. Through its productions and programmes it celebrates and questions our very existence – its audience has wept, shuddered, smiled and laughed. The Court itself, however, is more than just a stage. It brings friends and family together to celebrate the best of the humanities. It is a Christchurch story – it is part of the city’s DNA. It is a leader, an innovator and a survivor.</p> <p>In 2011, things changed forever. The Court was empowered to be tenacious and bold and to open its doors quickly. Christchurch needed the comfort of familiarity so with communities’ and individual’s help, a temporary home was created – The Shed.</p> <p>While The Shed has been an outstanding life-raft, it is now time to lay foundations for a permanent future for The Court. The Court needs a home where Cantabrians are the heart, somewhere where everyone is welcomed, somewhere where it can stand proudly telling stories of people to people. The Court is partnering with the Christchurch City Council to build a new home in the city.</p> <p>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 100,000 ticket buyers enter The Court each year to feast on the varied offering of theatrical works, all created and produced on-site.</p>
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	<p>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.</p> <p>The Court Theatre is your theatre. Whoever you are. Come and be part of our team.</p>
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Our People	Our people are resilient and flexible learners who are highly skilled team players.
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Key Responsibilities
<ul style="list-style-type: none"> • Lead, design and implement processes, channels and initiatives that will positively manage the profile and reputation of The Court with all its stakeholders (internal and external), consistent with the purpose of this role. • Be proactive in communications and with media • Identity and champion opportunities to improve communication and effectiveness of the CE and AD, as well as Board Chair and the mission and goals of the organisation • Be the first point of call for all media enquiries, safeguarding our reputation, but clearly giving information that will enhance our mission • Deliver best practice PR advice and service including managing communications projects and writing of stories and publications • Continually improve The Court's social media presence, seeking out opportunities to reach wide ranging audiences and stakeholders • 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, and all other relevant legislation. • Any other duties as required by the Artistic Director, General Manager and/or Chief Executive.

Person Specification
<p>The Communications Manager will have:</p> <ul style="list-style-type: none"> • Qualifications at least to Bachelor's in a relevant qualification, as well as evidence of ongoing learning • At least five years' experience in diverse communications roles with evidence of success through a variety of media • A collaborative, proactive and engaging style, with demonstrated ability to influence with credibility • Be a competent, compelling and quick writer and storyteller, able to tailor for multiple and different audiences • Have well developed media contacts and networks in Canterbury and beyond • Significant experience with social media and evidence of the effectiveness of this leverage • Evidence of having built and/or significantly enhanced a brand

- Be able to immediately identify the right strategies to effectively target comms.
- A can-do and flexible attitude
- We do not require an employment background in the arts, but empathy is important.

Core Competencies	
Persuading and Influencing	<ul style="list-style-type: none"> • Making an impact • Shaping conversations • Appealing to emotions • Promoting ideas • Negotiating gaining agreement • Dealing with political issues
Formulating Strategies and Concepts	<ul style="list-style-type: none"> • Thinking broadly • Approaching work strategically • Setting and developing strategy • Visioning
Developing Results and Meeting Customer Expectations	<ul style="list-style-type: none"> • 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
Coping with Pressures and Setbacks	<ul style="list-style-type: none"> • Coping with pressure • Showing emotional self-control • Balancing work and personal life • Maintaining and positive outlook • Handling criticism
Entrepreneurial and Commercial Thinking	<ul style="list-style-type: none"> • Monitoring market and competitors • Identifying business and opportunities • Demonstrating financial awareness • Controlling costs • Keeping aware of organisational issues

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