**Commedia of Errors** are delighted to be currently seeking a PROJECT ASSISTANT to join our ever-growing team.

We are able to offer a stable, structured and varied opportunity, with room for development and progression, for the right candidate to enter into (or continue their journey within) the arts sector.

**ABOUT**

Commedia of Errors are a busy and multi-faceted arts company with a diverse portfolio of programmes including theatre production, community outreach work and arts engagement with new technologies.

The candidate will be afforded a wide variety of opportunities to develop their skills in a plethora of fields, reinforcing the necessary skills for arts administration whilst undergoing training opportunities and on-the-job training, development and mentorship with the Artistic Director and Co-Creative. They will:

* Be exposed to, and gain experience in, multiple creative industries including theatre, community arts, artist development and new technologies
* Have the opportunity to progress from an entry level position to undertake wider ranging responsibilities, including: production, community engagement, fundraising, marketing / PR and company management
* Undertake accredited external training and internal training, coaching and mentoring from an award-winning company
* Develop a broad understanding of the theatre sector, and wider arts sector, in Northern Ireland, building both individual and professional connections, relationships and partnerships

**JOB DESCRIPTION**

PROJECT ASSISTANT

*Reports to: Artistic Director.*

**Commedia of Errors** are looking for a Project Assistant to join their team to support the development of new work for the stage (early stages to production), their award-winning *Plays Aloud* programme and the development of their innovative VR programme.

We want to work with someone who is passionate, empathetic and organised. Someone who has an interest and commitment to Northern Ireland’s arts sector. The successful candidate will support the Artistic Director and Co-Creative in the day-to-day running of Commedia of Errors and in the delivery of our artistic vision.

Initially the candidate will offer logistical and administrative support to the Artistic Director and Co-Creative. Over time further responsibilities will be taken on in line with the candidates interests, talents and ambitions.

This is a full-time, paid role within the company.

**KEY RESPONSIBILITIES:**

* Assist in project management, offering logistical support to aid the smooth running of multiple programmes
* Support the Artistic Director in administration of the company
* Support the Co-Creative in maximising brand visibility of projects and activities
* Collating evaluation forms and writing evaluation reports
* Undertake any other duties relevant to the post

**ESSENTIAL CRITERIA**

* Professional experience and proven ability dealing with administration, operational activities and / or project management
* An interest in the arts whether professionally, academically or recreationally
* Experience and proven ability in working to schedules and deadlines
* High level of computer literacy including keyboard skills, use of Microsoft Office software, internet and social media; experience with Apple computers an advantage

**DESIRABLE CRITERIA**

* Experience, and proven ability of managing budgets
* Experience in the drafting of contracts
* Experience in creating and managing social media content
* Experience in fundraising
* Full, clean driving license and access to own vehicle
* Ability to effectively build strong and effective working relationships with stakeholders

**DETAILS**

* Starting Salary - **£21,840pa**
* **35 hours a week** *Please note these can be flexible, the company operates a TOIL scheme.* ***Job share*** *is also a possible option, please note if this would be your preference in your cover letter*
* Initial probationary period of 3 months
* Notice Period of 4 weeks minimum (1week during probationary period)
* In South Belfast office with remote working mix
* Access to the company’s pension scheme

**HEALTH**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**TO APPLY**

Deadline to apply – **19th February at 12pm**

Interviews – **w/c 4th March**

In post by – **Wednesday 8th April (although sooner is possible)**

Please email an **up-to-date CV** *and* **cover letter** describing your suitability, referencing the criteria listed to: Benjamin Gould - theteam@commediaoferrors.co.uk

Commedia of Errors are committed to improving diversity within the arts sector and are an equal opportunity employer. We utilise a Positive Action Process in all recruitment, utilising the Government Equalities Office’s Guidelines. We are keen for this role to be accessible to the widest variety of applicants. If you require any further assistance or have any questions about the role please get in touch.

We really look forward to hearing from you!