

Programmes Co-ordinator

Detailed Job Description

Job title	Programmes Co-ordinator (permanent full-time)
Salary	£27,650
Location	London, Oxford (4-5 weeks a year)
Reporting to	Facilities & Compliance Manager
Purpose of the job:	Supporting the successful running of BADA's programmes in London and Oxford and the efficient running of the BADA office, and assisting BADA's Executive

Role Summary

Assist the Dean in the preparation for and ensuring the smooth running of BADA's programmes

Provide day to day programme support as well as support to the students attending BADA's programmes

Assist the Executive (the Dean and Managing Director) in the scheduling of and logistics for meetings and events

Provide administrative support for all colleagues to ensure the smooth running of the BADA office in London and Oxford

Provide support to the successful delivery of BADA's social media initiatives, including creating and coordinating written content, photos, and videos for BADA's social media channels, blog, and marketing and development emails

Duties & Responsibilities

Main duties and responsibilities are split between the London and Oxford offices and include but are not limited to

General

- Assist the Dean in the preparation for and ensuring the smooth running of BADA's programmes
- Provide assistance with preparing, organizing and arranging the timetabling of BADA programmes in collaboration with the Dean and Managing Director of BADA
- Assembling all necessary materials for the programmes prior to students' arrival
- Help ensure smooth day to day running of the programmes, including assisting faculty and students when required
- Maintaining BADA's Geneva pages across all programmes other than the MCP, including to ensure all students are kept informed of any changes to the schedule and any other notices
- Assisting with general office rota to cover mornings and occasional evenings

- Maintaining a tidy office, classrooms, storage area and production space
- Assisting in the scheduling and booking of transport for trips
- Supervision of weekly theatre trips and the Stratford excursion (on a Saturday) as required
- Ordering office supplies, stationery and books as instructed by the Facilities & Compliance Manager
- Assist the Executive (the Dean and Managing Director) in the scheduling of and logistics for meetings and events
- Preparing weekly team meeting agenda and taking any required meeting minutes
- Assisting with the preparations, set-up and ordering of catering for BADA events (e.g. student orientation day, faculty meetings, farewell party etc) as required
- Day to day office administration including but not limited to, answering and directing phone calls, responding to general email enquiries, creating and updating student register daily, preparation of student notices, photocopying
- Inputting student evaluations
- Scanning and electronic filing of all documents and invoices, maintaining all filing systems
- Updating of the student database and contact lists
- Supporting research required by the Facilities & Compliance Manager, Programme Support & Student Welfare Officer and the Marketing and Development Manager

Marketing and Development Support

- Creation of materials (photos, video text) for social media channels and blog as directed and in line with the Social Media guidelines to reflect the day-to-day life of BADA and to capture special events and moments
- Reviewing daily UK news articles alerts and social media platforms to find relevant stories and discussion points to collate appropriate content for BADA to share with its audience
- Managing content for BADA's blog, including collaborating with students and faculty to generate a regular series of posts highlighting various aspects of the BADA experience

Additional Duties, including Oxford Programmes

- Be resident on site in college at Oxford for the (overlapping) four-and-a-half weeks of both Oxford summer programmes
- Assist with the preparations for the summer programmes in Oxford, including packing equipment
- Day to day Midsummer in Oxford Office support, including assisting faculty and students when required
- Oxford office supervision on a rota basis
- Assisting with setting-up of Oxford program office space and tutorial rooms co-ordinating the evening rehearsal space rota
- Student guiding and liaison to accommodation and classrooms in Oxford
- Off-site support role for Midsummer Conservatory Program
- Any other duties reasonably required by the organisation

ESSENTIAL EXPERIENCE

- Minimum 2 years' experience working in a similar position in education, or other relevant setting

ESSENTIAL SKILLS, KNOWLEDGE AND ATTRIBUTES

Organisational / administrative skills

- Excellent organisational and administrative skills, ability to meet deadlines, attention to detail and problem-solving skills
- Ability to work independently and collaboratively
- Ability to multitask
- Excellent time management skills
- Ability to assist in emergency situations in line with agreed procedures
- Willingness to undertake other duties as required

Communication skills

- Excellent interpersonal, listening and communication skills, both orally and in writing

Personal qualities

- Calm, professional and approachable manner
- Absolute trustworthiness and the ability to act with integrity, diplomacy and observe confidentiality
- Ability to work under pressure whilst managing a potentially unpredictable workload
- Self-motivated and flexible team player who enjoys being part of a small team in a busy student-focussed environment

IT/Training

- Confident with IT tasks including the use of social media and Zoom, with good working knowledge of standard Microsoft software
- Willingness to undertake further training as required

Working Hours

- Full time, with the ability to be on call as part of BADA's on-call emergency response rota and to respond to out of hours emergencies when required (rota)
- Willingness to work occasional evenings and / or weekends
- Ability to live in college at Oxford full time for the (overlapping) four and a half weeks of both Oxford summer programmes

DESIRABLE

- Experience working in US study abroad
- A keen interest in theatre
- Extensive social media knowledge
- Strong writing skills
- An interest in photography

- Experience at taking minutes in meetings
- First Aid training
- Training in Diversity & Equity

BADA is a well-established, small, rigorous and inclusive theatre training community. All staff are expected to work together in a positive and collaborative spirit, and to share a deep commitment to our vision to enable US and other international students to participate fully in our courses, irrespective of barriers they may face linked to ethnicity, class, disability, gender, sexuality, socio-economic or any other.

Candidates must have the unrestricted right to live and work in the UK