



JOB DESCRIPTION	
Job Title	Association Coordinator
Specialism	Office Admin and Marketing
Location	55 Farringdon Road, London EC1M 3JB
Responsible to	Chief Executive Officer
Office hours	Monday to Friday 10-6pm (occasional out of hours for meetings and events)
Holiday Entitlement	Public holidays plus 25 days pa

About us

The Association of British Theatre Technicians is a registered charity that works towards the advancement of public education in the technical subjects connected with theatre and live events, not just for professionals but also for those with a keen interest.

The association benefits from a lively and hugely experienced board, which undertakes the core of the specialist work through dedicating their time and knowledge. The ABTT endeavours and continues to grow its membership subscriptions and runs a handful of specialist committees, training courses, publishes books and magazines and most notably the 'Yellow Book'; the industry must-have backstage bible of good practice in (technical) theatre and performance.

The organisation's activities are lead by CEO Robin Townley; himself is a seasoned and respected theatre consultant, and functions in a collegiate, co-driven and ambitious environment. Full time employees that work from the Central London office are the CEO, the Association Coordinator and the Finance Administrator.

Purpose of Post

The role of the Association Coordinator is to provide efficient administration and effective communications in delivering the aims of the ABTT, its membership services, marketing and industry activities.

Main Duties

- Office support
 - Undertake administrative tasks in support of the CEO's work and the Association's activities and services
 - Coordination of council meetings

- Membership and administration
 - Management of subscriptions, renewals and databases
 - Charity organisation work, especially use of Progress CRM software
 - Plan and coordinate the input for various activities for example including: the e-newsletter, events and the annual report

- Compile members and Industry Support Group contributions for submission to *Sightline* (ABTT quarterly magazine)
- Coordinate and assist in the preparation of the annual ABTT Theatre Show and other events and assist in hosting the ABTT stand
- Maintain and coordinate the calendar of membership events and training programmes
- Manage sales and keep records of ABTT publications, training course material and Codes of Practice
- Actively seek to build and increase the membership numbers of the ABTT under the guidance of the CEO
- Office coordination
 - Ensure the smooth operation of the ABTT office
 - Respond to letters and telephone enquiries in a timely and professional way
 - Refer technical enquiries to the appropriate experts, record the referral through to completion and maintain an updated list of experts
 - Supervise temporary staff, interns and contractors from time to time as required
- Communications
 - Generate, seek agreement to and manage website content
 - Update and manage social media content and drive forward the digital media strategy in line with the ABTT mission and vision
 - Analyse data of successes and development needs and feed back to board meetings

Any other duties within the scope, spirit and purpose of the job as requested by their manager.