



PERSON SPECIFICATION	
Job Title	Association Coordinator
Specialism	Office Admin and Marketing
Location	55 Farringdon Road, London EC1M 3JB
Responsible to	Chief Executive Officer

The role supports the work of the CEO and supports him/her to deliver a high standard of service by the ABTT to its members and Council. As a part of a small team the Association Coordinator will be required to undertake many of the job tasks independently and will often be the sole representative of the ABTT in the office.

Essential:

- Well organised - with a natural flair for efficient administration, effective coordination and prioritisation of tasks
- Good communicator - externally and internally
- A self-starter who is comfortable taking the initiative when the situation requires it
- Excellent customer service
- Willing to develop a deeper understanding of technical theatre
- Proficient in Microsoft Office Suite with a strong aptitude for file and database organisation
- Experience of website and digital media content management & systems

Desirable:

- Experience of membership database software, for example Progress CRM
- Communications/marketing qualification or experience
- Ability of using publishing software, for example InDesign
- Qualification and/or skills in graphic design
- Knowledge of theatre architecture and/or technical theatre
- Proven experience in managing and supervising staff or ambitions to develop team leadership capabilities

The ABTT encourages continued professional development and will endeavour to provide or support role related learning activities where possible.