

Altru Drama CIC Theatre in Education Production Coordinator



Altru 
INSPIRE | CREATE | EDUCATE

About Altru

Altru Drama CIC is a creative education organisation with 20 years' experience in delivering drama performances, workshops and events with and for children and young people.

As a non-profit company, Altru exists to provide creative experiences for children and young people which support learning, development and social mobility.

We passionately believe in the value of drama and the arts, as tools which can help children and young people to develop their knowledge and skills as well as help them to find their voices, express their opinions, develop their world view and make positive and healthy choices.

We offer exciting, relevant, change-making workshops, performances and events which ignite curiosity, enable children and young people to be better learners, give them the tools to express themselves and to imagine a range of different futures and outcomes.

More info: www.altru.co.uk



The Role

Theatre in Education Production Coordinator

Full time / 3 year fixed term contract

£28,000 Per Annum

Office based in South Liverpool (with some opportunity for hybrid working)

Altru Drama is seeking a confident and highly organised **Theatre in Education Coordinator** to bring together all aspects of our busy Theatre in Education programme which delivers performances to schools across the UK.

Working from our office in Liverpool, you'll be a key driver of our programme – involved in casting, rehearsals, and programme development, and leading on tour logistics, admin and onboarding, quality assurance, evaluation and problem solving.

You'll work closely with the CEO and senior team to coordinate tour schedules and documentation, recruit creatives, source props and costume, book travel and accommodation and support multiple productions at various stages of preparation, rehearsal and delivery.

MAIN TERMS AND CONDITIONS OF EMPLOYMENT

- 3 Year Fixed Term Contract with potential extension subject to funding
- Salary: £28,000 per annum
- Hours: 35 per week.
- No overtime is paid but time off in lieu will be given for hours in excess of the contracted hours.
- Annual Leave: 28 days per annum, pro rata (inclusive of all statutory English bank holidays).
- Holiday year runs from 1 January – 31 December.
- Pension: The Company operates an auto-enrolment pension scheme.

Person Specification

- 2+ years' experience in theatre production, company management, stage management or coordination roles.
- Excellent organisational and admin skills with a strong eye for precision and attention to detail.
- Strong written and verbal communication skills.
- Able to confidently work across multiple projects simultaneously, with experience of doing so.
- Knowledge and experience of working in schools.
- Familiarity with project management tools and a willingness to learn.
- Self motivated and able to manage own time and priorities.
- Calm under pressure and with a track record of problem solving and creativity.
- A team player with 'can do' and 'all hands on deck' attitude.

Responsibilities

- Coordinate rehearsal schedules, production timelines, and logistics across projects.
- Prepare and manage onboarding packs for actors and directors as well as undertaking recruitment checks.
- Work closely with designers, makers and other backstage creatives to bring all production elements together across set, costume, props, music and tech.
- Create and disseminate all production documents including schedules, contracts, rehearsal notes, preproduction notes etc.
- Book travel, accommodation and rehearsal spaces.
- Working with the accounts team to create and disseminate payment schedules, monitor actor invoicing and log petty cash receipts.
- Support evaluation methodologies including being involved in the creation and development and bringing evaluation data together into reports.

Responsibilities

- Managing the day-to-day operations of teams on tour including regular checks in, quality assurance visits and on-the-job problem solving.
- The role will involve national travel (accommodation provided) and early morning and occasional weekend work.

Benefits

- 28 days paid holiday (including UK bank holidays.)
- CPD and training support, including external courses.
- Flexible and supportive working culture.

How to Apply

Please complete the google form and attach your CV:

<https://forms.gle/9LNtsN94TZue87gh6>

If you would like to speak to someone about your application then please email jobs@altru.co.uk

Timeline

Closing Date: **Tuesday 12th August 2025 at 10am.**

Interviews: **Monday 18th August 2025**

Start date: **September 2025** (Date to be agreed and subject to references and DBS)

We are committed to equality and diversity and in creating a culture where each person's differences are valued. We recognise that our workforce is not as representative as we would like it to be and are working towards long term, positive change.