

Job Title: **Social Media Content Creator &
Box Office Coordinator - SABOTAGE**

Reporting to: **Rebecca Davies, Tour Manager**

NoFit state is the UK's largest touring contemporary circus company. Every year NoFit State tours 2 to 3 productions within its own Big Top, to theatres, and to outdoor locations throughout the UK and internationally. The company's Cardiff base houses a year-round programme of both professional and community classes and projects and provides facilities for a wide range of visiting companies and independent artists.

NoFit State is a dynamic creative organisation that thrives on challenge and is constantly seeking to learn and improve in all areas of everything that we do. We are inspired by the things that ordinary people can achieve and celebrate the communal strength that comes from the traditional circus touring life.

Job Description

The position is a touring role that travels with the SABOTAGE company in a Big Top and caravans. We live and travel together, we work hard and play hard. We want the people joining us to be living and breathing the lifestyle with us.

This is one of two new positions being added to the touring production team. Each role has certain areas of responsibility on which they will lead whilst being supported by the other team members and will support to others in return. The role will be flexible and dynamic as we establish the new systems and strategies and play to the strengths of each individual.

Main Responsibilities

General

- To be a part of the building and striking the tent and the site
- To assist in the running of the show, either in front of house or back of house capacities
- To help with production running tasks.

Box Office

Being the lead on all matters to do with the Box Office for the touring show, this includes;

NoFit State, Four Elms, Four Elms Road. Cardiff. CF24 1LE Wales
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- Running the box office emails
- Being the first person on the box office phones and managing the phone handling rota
- Selling tickets through our tickets system, Spektrix
- Ensuring other team members or volunteers are properly trained in box office procedure
- Pulling audiences reports and attendance registers for each day
- Running the in-person box office at the start of each show
- Coordinating with any external sales agents or partners.

Social Media

- Working with the company, create interesting and inspiring content for our social media platforms to help drive ticket sales and engagement
- Running our on-tour social media accounts, creating a strong online presence for the show and touring company across all platforms
- Actively seek out and exploit social media opportunities and re-posts/-shares etc.

Admin

- Support the Tour Manager with data entry and financial tracking for the tour, being able to report on current spend totals
- Providing administrative support to the production team to ensure the smooth running of the tour.

Person Specification

You have a strong visual eye and a keen sense of story telling. You understand the company's unique style, brand, and ethos and can capture unique moments and engage our audience over multiple channels.

You are a people-person and have great customer service skills. You are a creative problem solver who makes things happen and overcomes obstacles. You enjoy being part of a strong team and are comfortable taking the lead, embrace your responsibilities, and want to learn and succeed.

You may or may not have any experience in Big Top touring, but you have a real desire to take this exciting opportunity, expand your horizons and be part of an incredible team of people.

Essential skills, knowledge, and experience	Desirable skills, knowledge, and experience
A genuine interest/passion for touring circus and the lifestyle that comes with that	Have experience of working with a touring theatre or contemporary circus company
A clean full driving license	Additional driving qualifications e.g. towing and/or owns a touring vehicle
Computer literate and comfortable using and learning to use a variety of software packages	Experience of using Spektrix
Ability to prioritise and efficiently self-manage own workload	
Ability to work calmly under pressure	
Strong numeracy and literacy skills	Experience with financial tracking and software
A thorough understanding of social media, and it's uses and benefits in marketing	Experience in running multiple social media accounts with a large audience base
A strong and clear communicator	Ability to communicate effectively in Welsh as well as English
Valid passport	First aid accredited / Mental health first aid accredited

Role Overview

This is a full-time freelance touring fixed-term position running over 4 months.

Contract Dates: 1 May – 6 September 2024

Salary: £525 per week

Recruitment Process

Key dates

Application deadline: Friday 12 April 2024
Interviews: Week commencing 15 April 2024
Contract Dates: 1 May – 6 September 2024

NoFit State is an Equal Opportunities employer and welcomes applications from all sections of the community.

Disabled, D/deaf and neurodiverse people, those from Black, Asian and Ethnically Diverse backgrounds and people under 30 are currently under-represented in our team so we particularly encourage applications from people in these groups.

Please let us know if you need us to make any adjustments during the application or recruitment process and we'll be happy to support you. You can contact Lizzy at lizzy@nofitstate.org or call 02921 321 026.

How to apply

If you wish to apply for this post, Please complete the [equal opportunities monitoring form](#) , and send us a copy of your CV with a brief email or letter to outline your interest in the role to:

rebecca@nofitstate.org or Social Media/Box Office - SABOTAGE
NoFit State Circus
Four Elms Road, Cardiff, CF24 1LE

Applicants must be eligible to work in the UK.