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JOB PACK

Coordinator: Creative Engagement + Street Theatre
£25,000 per year
Full-Time (37.5 hours per week)
Permanent role
Application deadline: 03 August 2025 (midnight)

Welcome

Thanks so much for your interest in Hijinx and in our Coordinator role for Creative Engagement + Street Theatre — we're really glad you're here.

This pack gives you a bit more insight into who we are, what the role involves, and how to apply. At Hijinx, we're passionate about the work we do and the people we do it with. We've built a strong sense of community over the years, and we're proud of the warm, supportive, and genuinely joyful culture we've nurtured. We believe people do their best work when they can be themselves — and we hope you'll feel that too.

If you'd like to chat anything through before applying, or if there's anything we can do to support you or make the interview process more accessible, just drop us a line at jobs@hijinx.org.uk

Thanks again for your time — we're really looking forward to learning more about you and seeing how your skills, experience, and energy might help shape what's next for Hijinx.

Ellis Wrightbrook
Senior Producer

OUR VISION

A world where the arts and society are fully inclusive for learning disabled and/or Autistic people.

OUR MISSION

Pioneer, produce and promote professional and participatory opportunities in the arts and creative industries for learning disabled and/or Autistic people.

ABOUT HIJINX

Hijinx create exhilarating and subversive theatre that is highly acclaimed across the UK, Europe and internationally, where artists with learning disabilities and/or autism are involved every step of the way in the making and performing of their stories.

Hijinx Academies provide the only professional performance training course in Wales for learning disabled and/or autistic actors and we offer opportunities that you won't find anywhere else. We run five Academies across Wales, with over 60 Actors in training.

Alongside, we have a growing film programme and a dynamic community and outreach offer (PAWB). Through Hijinx Actors we promote our actors to the wider arts and creative industries, as well as offering employment directly in our award-winning communications training.

Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

We create change by living and breathing our organisational aims to...

- Increase representation of Learning Disabled and/or Autistic people on stage and screen
- Provide, champion, and facilitate professional employment for learning disabled and/or Autistic creative professionals.
- Build confidence, happiness, and independence.
- Transform the sector to work more inclusively.
- Increase access to performance arts for audiences and communities in Wales.

Coordinator: Creative Engagement + Street Theatre (CrEST)
ROLE DESCRIPTION

We're looking for someone with curiosity, care, and creativity. You might be taking your first steps into a producing or arts coordination career – and that's great. What matters most is that you bring initiative, warmth, and a passion for inclusive, public-facing performance.

You're someone who enjoys making things happen – the kind of person who takes real joy in joining the dots between people, places, and creative ideas. You probably enjoy festivals, outdoor performances, community happenings – and have a keen sense of how art connects with public space.

You'll bring a steady hand when it comes to coordination: making plans, holding timelines, tracking budgets, and communicating clearly across a range of collaborators. You're not afraid of logistics – in fact, you get a little buzz from making the complex feel simple and shared. You care about making information accessible and useful to others and enjoy supporting a team.

You'll be an enabler – someone who creates the conditions for others to shine. You might have worked with learning disabled or autistic people before, or perhaps you've built inclusive spaces in other ways. What's important is that you listen well, collaborate kindly, and believe in the creative potential of everyone you work with.

We'd love to meet someone who is:

- Passionate about inclusive and participatory performance, including community-led theatre like Odyssey
- Curious about the outdoor arts sector and full of ideas for new connections
- A natural collaborator who communicates clearly and openly
- Organised, with good instincts and keen to develop project coordination skills
- Energised by touring, relationship-building, and the unexpected joys of street theatre

You'll be joining a team that shares responsibility, celebrates each other's wins, and believes that access and artistry go hand in hand.

If that sounds like you – or close to you – we'd love to hear from you.

TERMS

Job title:	Coordinator: Creative Engagement + Street Theatre
Line Manager:	Senior Producer
Contract:	Permanent role (6 months' probation)
Hours:	Full-time (37.5 hours / week) with some evening and weekend commitments for which time off in lieu is given.
Based at:	Hijinx Office, Wales Millennium Centre, Cardiff Bay - hybrid working available.
Salary / Benefits:	<p>£25,000 per year</p> <p>Hijinx offers a workplace pension scheme via Nest, Bike to Work scheme and Employee Assistance Programme.</p> <p>Additionally, we offer support with developing Welsh language skills. Hijinx is committed to supporting ongoing professional development and will work closely with the postholder to ensure that their needs in this area are met.</p>
Holiday:	30 days per year + statutory Bank Holidays

POSITION

This role sits within Hijinx's Theatre team, which is responsible for creating, producing, and touring a wide range of inclusive theatre projects, both in Wales and internationally. The department is small, collaborative, and works closely together to deliver high-quality, accessible productions.

You'll be working alongside:

- The Artistic Director, who leads the creative vision of Hijinx's productions.
- The Senior Producer, who oversees the delivery and strategic planning of all theatre projects and will be your line manager.
- The Production Manager, who leads on technical planning, logistics, and safety across all activities.

As Coordinator, you'll support the day-to-day operations of the department, primarily assisting the Senior Producer with admin, communication, and project coordination tasks.

You'll also liaise with the Artistic Director and Production Manager as needed to ensure information is shared, plans are aligned, and everyone is working from the same page.

This is a great opportunity for someone who wants to learn how a producing team operates and who enjoys being part of a supportive, values-led creative environment.

You will need initiative, warmth, and a flair for connecting people, places, and ideas.

KEY RESPONSIBILITIES

STREET THEATRE

- Assist with the planning and coordination of Hijinx's street theatre productions, under the supervision of the Senior Producer and in consultation with the Artistic Director.
- Help manage schedules, bookings, and logistics for rehearsals, performances, and tours.
- Collaborate with artists, creative teams, venues, and technical teams to ensure productions are artistically strong, accessible, and smoothly delivered.
- Provide on-the-ground support on tour nationally and internationally, helping to ensure the safety, wellbeing, and overall quality of the experience for all involved.

CREATIVE ENGAGEMENT & ENABLING

- Foster strong relationships with Hijinx Actors and their support networks to enable their full participation in projects.
- Help coordinate Odyssey's annual Christmas performance, working in close collaboration with the Head of PAWB. Odyssey is our Cardiff based community performance group, and this role will support its inclusive and participatory ethos.
- Support the team to embed inclusive practices at all stages of creative planning and delivery.
- Contribute to the design and implementation of access tools, rehearsal methods, and creative approaches that welcome and empower artists with learning disabilities and/or autism.

SECTOR ENGAGEMENT & RELATIONSHIP SUPPORT

- Support the Senior Producer in identifying new creative partners, commissioning opportunities, and touring invitations for street theatre work.
- Attend networking and sector events, representing Hijinx where appropriate.

PROJECT COORDINATION & ADMINISTRATION

- Assist the Senior Producer in tracking project budgets and keeping financial records up to date.
- Produce meeting minutes and action lists when required, support health and safety documentation (including risk assessments), and contribute to the preparation of funder reports.
- Help maintain accessible, up-to-date records and filing systems, ensuring project information is easy to find and share.
- Contribute to team planning by ensuring information is documented in a way that supports handovers and collaborative working.

GENERAL RESPONSIBILITIES

- Support the Senior Producer and Theatre Department in the coordination and delivery of wider theatre projects as required.
- Take a proactive, team-focused approach and contribute to a positive and inclusive working culture.
- Participate in team meetings, training sessions, and evaluations.
- Uphold and advocate for Hijinx's values of inclusion, respect, creativity, and excellence.
- Contribute to public-facing events and performances when needed.
- Support Hijinx's environmental sustainability goals by considering eco-conscious choices in travel and resource use.
- Stay curious about sector developments and inclusive arts practice, bringing back insights that might inform programming, partnerships, or creative approaches.
- Hijinx has a collaborative approach to work whereby staff help and support each other in any way needed to ensure the smooth running of the company and delivery of the work.
- As well as the duties and responsibilities listed and in keeping with our collaborative approach, the postholder may be required to do any other general work appropriate to their role at the direction of their line manager.

TRAVEL & FLEXIBILITY

- This role requires regular travel within the UK and occasional international travel. The postholder must be comfortable working some evenings and weekends, particularly when on tour.

PERSON SPECIFICATION

You don't have to tick every single box on the person specification. If there are one or two areas you don't quite match, that's OK.

Let us know how you'd bring transferable skills or experience—and we'll be open to ways we can support your development in the role.

	Essential	Desirable
Skills & Abilities		
Ability to listen actively and respond sensitively to the needs of others.	X	
Capable of following instructions accurately and keeping track of details.	X	
Ability to manage time and stay calm under pressure or when plans change	X	
Strong organisational skills with the ability to manage tasks and prioritise workload.	X	
Clear and confident communicator.	X	
Ability to work creatively and collaboratively to solve problems.	X	
Ability to take initiative and work independently while recognising when to seek guidance.	X	
Confident user of digital tools for communication and coordination (e.g. Office 365, SharePoint, Zoom, Slack).		X
Ability to speak/read/write Welsh.		X
Experience		
Experience coordinating projects or events in a creative, community or cultural setting.		X
Demonstrable experience of administrative processes such as scheduling, managing bookings, or keeping records.		X
Experience working with learning disabled and/or neurodivergent people in an arts, education, or support context.		X
Experience of working in or with outdoor arts/street theatre or site-specific performance.		X
Experience supporting freelance artists or creative teams.		X
Experience of building relationships with festivals / venues.		X
Knowledge		
Knowledge of the general arts sector in the Wales.		X
Knowledge of the UK's inclusive arts sector and/or the work of companies like Hijinx.		X
Understanding of what's involved in coordinating a creative project from planning to delivery.	X	
Awareness of barriers that disabled and/or neurodivergent people may face in the arts or in public spaces.		X

Understanding of the value of inclusive and creative opportunities for all people.	X	
Awareness of the difference between access, inclusion, and equity.		X
Understanding of what makes a good team or collaborative process.	X	
Attitude		
Highly motivated with a passion for the arts.	X	
Enjoys a busy working environment and working on multiple projects concurrently.	X	
Organised, efficient, reliable, and trustworthy.	X	
Commitment to equality, diversity and inclusion.	X	
Respectful of difference, and confident working with people whose communication styles, behaviours, or routines may differ from your own.	X	
Comfortable with uncertainty – understands that working in the arts often means adapting to change.	X	
Enjoys celebrating other people’s achievements and supporting their success.	X	
Positive about learning from mistakes and growing with support.	X	
Excited by the idea of making work happen ‘behind the scenes’.	X	

HOW TO APPLY

If you think you are a good fit for the role and would like to apply, please send us:

1. A current CV – highlighting any relevant experience, skills and qualifications.
2. A covering letter of no more than two sides – telling us why you're interested in the role and how your experience matches the person specification.
3. A completed Diversity Monitoring Form
 - a. [Link: <https://forms.office.com/e/Q3i3Q5WFK6>]

We know applying for jobs can sometimes feel overwhelming – especially if standard processes don't always work for you.

If writing isn't your preferred way of communicating, you can send us a video or audio file (up to 5 minutes) instead of a written cover letter.

Applications should be sent to jobs@hijinx.org.uk by midnight 03 August 2025.

GUARANTEED INTERVIEW SCHEME

We know our work is stronger and more relevant with greater diversity and a broad range of lived experience. We welcome applications from those who have been underrepresented at Hijinx and in the arts sector more widely. We guarantee an interview to anyone who meets the minimum criteria and identifies as Deaf, disabled, neurodivergent, a person with a learning disability, has a long-term physical or mental health condition, experiences racism, is LGBTQ+, or identifies as working class. If you would like to be considered under the scheme, please indicate this in your covering letter.

NAME FREE RECRUITMENT

To help reduce unconscious bias, everything you send to us is anonymised and we review cover letters before looking at CVs. That means we won't see any of your personal details—like your name, education or employment history—until after we've done our first round of shortlisting. So please make sure your cover letter includes everything you want us to know about why you're right for the role. If you choose to submit a recording, the shortlisting panel will hear your voice (and, if you submit a video, know what you look like) but will not have access to your CV, your name or your previous experience. Regardless of the way you send us the information, it's important you let us know why you're interested in the role and how your experience matches the person specification.

RECRUITMENT TIMELINE

- 03 Aug: Applications close at midnight
- 04 – 08 Aug: Applications are screened & anonymised
- 11 – 22 Aug: Shortlisting
- 26 Aug: All applicants will have received a decision
- 15 – 17 Sept: Interviews
- 27 Oct: Expected start date