



MOCKINGBIRD COORDINATOR

Job Description

Primary Objective of Role

The Mockingbird Coordinator will play a key role in the development, promotion and day-to-day delivery of the Mockingbird Performing Arts Academy. Working closely with the Director of the Academy and teaching staff, the post holder will help to grow participation in the Academy by developing effective marketing and communication strategies, promoting classes, productions and projects, and building strong relationships with pupils, parents and external organisations.

The Coordinator will provide high-quality administrative and organisational support across the Academy, while also contributing practically to classes, productions, performances and events. The role requires someone who is passionate about the Performing Arts, highly organised, creative and confident in promoting programmes to a wide range of audiences.

The successful candidate will combine strong administrative and communication skills with a genuine enthusiasm for theatre and the Performing Arts, helping Mockingbird to continue to grow its profile, participation and reputation within the school and wider community.

Safeguarding and promoting the welfare of pupils

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all pupils
- Assume responsibility for the health, safety and welfare of pupils under the care of the Teacher
- Promoting equality and enabling the education and social inclusion of all pupils.
- Demonstrate warmth, humour and total commitment to all pupils
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any pupil.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

MAIN DUTIES

- Promote and develop the Mockingbird Performing Arts Academy, raising its profile within the school and wider community and identifying opportunities to increase participation.
- Support the recruitment and retention of pupils, responding to enquiries, promoting classes and activities, and developing positive relationships with prospective and existing families.
- Develop and coordinate marketing and communications, including creating and sharing engaging content across social media, the Mockingbird website, newsletters and other appropriate platforms.

- Promote Academy productions, performances, projects and events, supporting audience development, publicity and ticket sales.
- Develop effective communication systems between Mockingbird, pupils, parents/carers, teachers and the wider school community, ensuring information is accurate, timely and accessible.
- Provide administrative and organisational support to the Head of the Academy and Academy teachers, ensuring the smooth day-to-day running of classes and activities.
- Maintain accurate pupil records, including attendance registers, participant databases, contact information, enrolment documentation and other Academy records.
- Prepare and maintain induction materials, forms and information packs for pupils and parents/carers.
- Support the planning and delivery of Performing Arts classes and projects, working closely with teachers to ensure sessions are well prepared, organised and delivered to a high standard.
- Contribute to the practical delivery of productions and performances, working alongside the Head of the Academy, teachers and creative teams as required.
- Provide appropriate pastoral support to pupils, helping to create a welcoming, inclusive and supportive environment in which young people can develop their confidence and Performing Arts skills.
- Ensure that Academy activities are appropriately planned and managed, including the preparation and maintenance of relevant risk assessments and other health and safety documentation.
- Ensure that safeguarding procedures and school policies are followed at all times, contributing to a safe and positive environment for all pupils.
- Provide administrative support for LAMDA examinations, including pupil entries, communication, organisation and maintaining accurate records.
- Manage pupil fees and payment processes, ensuring payments are accurately recorded and outstanding fees are followed up appropriately.
- Support the financial management of the Academy, monitoring income and expenditure and working with the Head of the Academy to ensure budgets are managed effectively.
- Develop and maintain partnerships with external organisations, identifying opportunities for collaborative Performing Arts projects, workshops, performances and other initiatives.
- Maintain and update the Mockingbird website and social media platforms, ensuring content, term dates, photographs, events and Academy information remain current and engaging.
- Support the organisation and delivery of Academy events, including performances, workshops, open days, recruitment activities and other Performing Arts initiatives.
- Produce reports and maintain accurate records as required by the Head of the Academy and the school.
- Attend Academy and staff meetings, contributing positively to discussions, planning and decision-making.
- Build and maintain positive working relationships with pupils, parents/carers, teachers, school staff, external partners and other members of the Mockingbird team.
- Work flexibly and proactively as part of a dynamic Performing Arts team, responding positively to the changing needs of the Academy.
- Undertake other appropriate duties within the scope of the role, as directed by the Head of the Academy.

This post will require some after school and weekend working. All staff are expected to work flexibly to enable the effective discharge of their professional duties.

Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check.

Diversity, Equality and Inclusion (DEI)

Doha College is committed to a culture of equality, diversity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our pupils and wider society and leads to a cognitive diversity which promotes excellence in all areas.

PERSON SPECIFICATION

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Key Requirements

E – Essential | D – Desirable

Qualifications

- High School level qualification **(E)**
- Degree or relevant qualification in Performing Arts, Arts Management, Marketing, Communications, Business or a related subject **(D)**
- Relevant training or qualification in Performing Arts, Theatre Production, Arts Administration or Marketing **(D)**
- Safeguarding/Child Protection training or willingness to undertake appropriate training **(D)**

Experience

- Experience working in an administrative, coordination or customer-facing role **(E)**
- Experience working within the Performing Arts, Theatre, Education, Events or Creative Industries **(D)**
- Experience in marketing, promoting or recruiting participants for programmes, events or activities **(E)**
- Experience managing social media platforms and creating engaging content **(E)**
- Experience developing relationships with parents, pupils, schools, community organisations or external partners **(E)**
- Experience supporting productions, performances or live events **(D)**
- Experience managing budgets, income and expenditure **(D)**
- Experience organising events, projects or programmes from planning through to delivery **(D)**
- Experience supporting the delivery of performing arts classes, workshops, productions or events **(D)**

Knowledge and Understanding

- Understanding of marketing and audience development within the Arts or Education sector **(D)**
- Good understanding of safeguarding and child protection issues when working with children and young people **(E)**
- A genuine enthusiasm for and understanding of the **Performing Arts**, particularly theatre, musical theatre and acting **(E)**
- Good understanding of the needs and interests of young people participating in Performing Arts programmes **(E)**
- Understanding of the practical requirements involved in delivering productions, performances, workshops and Performing Arts events **(D)**

- Awareness of current Performing Arts trends and the ability to identify opportunities to increase participation and engagement **(D)**

Skills and Abilities

- **Excellent marketing and promotional skills**, with the ability to develop creative campaigns that raise the profile of Mockingbird and attract new participants **(E)**
- Strong written and verbal communication skills, with the ability to communicate effectively with pupils, parents, staff and external organisations **(E)**
- Excellent organisational and project management skills, with the ability to coordinate multiple activities and meet deadlines **(E)**
- Excellent time management skills and the ability to prioritise competing demands **(E)**
- **Strong social media and digital communication skills**, including the ability to create engaging content for different audiences **(E)**
- Creative and innovative approach to promoting Performing Arts activities and increasing participation **(E)**
- Excellent interpersonal skills and the ability to build positive relationships with pupils, parents, staff and external partners **(E)**
- Ability to work collaboratively with Performing Arts teachers, directors and creative teams **(E)**
- Ability to work independently and take initiative when developing projects and promotional opportunities **(E)**
- Good IT skills, including Microsoft Office and relevant digital, website and social media platforms **(E)**
- Ability to manage databases, attendance records and other administrative systems accurately **(E)**
- Ability to support the development and management of budgets and monitor income and expenditure **(D)**
- Ability to remain calm, flexible and solution-focused in a busy Performing Arts environment **(E)**
- Ability to contribute practically to productions and events, including outside normal working hours **(D)**

Personal Qualities

- **Passion and enthusiasm for Performing Arts and working with young people**
- Creative, energetic and proactive approach to work
- Warm, approachable and positive manner
- Highly organised and reliable
- Confident communicator with excellent interpersonal skills
- Enthusiastic about developing new ideas, projects and opportunities
- Positive attitude towards teamwork and collaboration
- Flexible and willing to support productions, performances and events when required
- Professional, discreet and able to maintain confidentiality
- Committed to equality, diversity, inclusion and safeguarding
- A genuine desire to contribute to the **growth, development and success of Mockingbird Performing Arts Academy**