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**Company Role Descriptions**

To apply, please complete and submit an application form, indicating the role you are interested in, and completing the role-specific questions. The membership form is available on our website when the posts are reopened each year.

Taking on a role does not prevent you from performing or taking part in company projects as well.

We are happy to consider job shares, and if there is a role not listed that you’d like us to consider creating, please get in touch.

Each appointment lasts at least one year (though we reserve the right to discontinue the appointment at an earlier stage) and will require 1-2 hours commitment per week (more at peak times) so please think carefully about your availability.

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**As an active member of the company, you’ll get involved in making decisions about the projects we undertake, and the work we create and tour, all while building your experience.**

You agree to attend regular meetings, work hard to further our aims, and to be an advocate and supporter of all our work. You’ll be proactive, enthusiastic, and enjoy working as a team to achieve something bigger than the sum of its parts!

We are welcoming, considerate and respectful of each other, generous with our support and feedback, and interested in making the very best possible performance work that is accessible to all.

If you’re considering a career or further study in these areas then here’s a great chance to kick-start that C.V.

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**Your application will be considered by a panel including LSFPA and LPAC staff, and existing company members. Acceptance to the company, or of a particular role, does not automatically guarantee participation in any single project undertaken by the company.**

**Co-Producer:**

**We need someone who’s got get-go from the get-go, and will help us build networks, source opportunities, and advocate for all our fantastic work!**

Our Co-Producer will work closely with LSFPA’s Creative Engagement Producer, Rachel Baynton, on producing and promoting the work of the company. They’ll be organised, sparky, great at working with others, and happy to face whatever comes their way. As Co-Producer they’ll help the company and our work make an impact!

SUPPORTED DUTIES MAY INCLUDE:

- Liaising between company members, the CEP, and external support

- Drafting strategic documents, and correspondence

- Representing the company to prospective members, potential audiences, and contacts

- Additional administrative and practical tasks required to ensure the smooth running of the company

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**General Manager:**

**We need someone organised, and efficient, who likes sinking their teeth into a challenge, managing people, projects and priorities.**

You love creating schedules, organising events, getting everyone together and ensuring everything runs like clockwork. You’re happy to take the lead and follow a great idea wherever it comes from. You’ll liaise closely with the co-producers, and company members and receive support in fulfilling the role.

SUPPORTED DUTIES MAY INCLUDE:

- Organising and chairing company meetings

- Room booking

- Co-ordinating our Development Strand

- Creating plans and schedules

- Acting as project manager when our work is out on tour with support from LSFPA staff

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**Marketing Officer:**

**Promotion, publicity, press, print, socials – is your wheelhouse?**

Perhaps you’re interested in press liaison, or audience development, or perhaps you are a social media weapon and use Insta and Snapchat more than actual conversation… If you’d like to learn more about arts marketing and help make a noise about what we do then this is the role for you! Supported by the marketing team at LPAC and our Producer.

SUPPORTED DUTIES MAY INCLUDE:

- Working across all digital platforms

- Creating time scaled marketing campaigns

- Press release and Copy writing

- Attending promotional events on behalf of the company

- Designing and implementing strategy to optimise our impact

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**Stage/Technical Manager:**

**Great techs and Stage Managers are like gold! Be golden! Here is an opportunity to work alongside the outstanding technical team at LPAC.**

You’ll be responsible, super-efficient, hardworking, and dependable, and will have an opportunity to learn from the best.

SUPPORTED DUTIES MAY INCLUDE:

- Providing technical support for our work out on tour

- Liaising with the LPAC team

- Acquiring new skills

- Being responsible for equipment and/or props for shows and rehearsals

- Helping us to create plans for A/V and lighting

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