



The PumpHouse Theatre

Community Engagement Coordinator Position Description

Hours of work	20 hours per week by negotiation
Reports to	Business Manager
Salary Range	Between \$17.50 and \$25.00 per hour

Purpose of this role

The Community Engagement Coordinator contributes to The PumpHouse Theatre's strong stakeholder engagement by ensuring we offer programmes and opportunities for participation that meet the needs of our community.

The Community Engagement Coordinator builds programmes based on the North Shore Theatre and Arts Trust Board's Strategic plan, Auckland Council Key Performance Indicators and relationships with local community organisations.

Key Accountabilities	Key Tasks	Success Indicators
<p>Community Outreach</p> <p><i>The PumpHouse Theatre has a community and educational outreach programme that meets the needs of our community</i></p>	<ul style="list-style-type: none"> With input from the Business Manager and analyse Auckland Council Key Performance Indicators for participation and education goals and develop programmes to ensure they are met Plan, budget and implement educational and community programmes following a documented project planning approach Develop and prepare monthly reporting about achievements and outcomes to the Business Manager Complete funding applications to support programmes (e.g. Creative Communities, Local Board grants) 	<ul style="list-style-type: none"> Auckland Council KPIs are achieved or exceeded Project plans are clearly documented and easily to follow. Programmes are delivered within budget Feedback received from participants about our programmes is positive Reports are provided to the Business Manager by the second Monday of the month
<p>Education Outreach</p> <p><i>The PumpHouse Theatre has strong links with early childhood education, primary and secondary schools in the Auckland area.</i></p>	<ul style="list-style-type: none"> Develop programmes and seek opportunities for educational visits to the theatre Build relationships with local education providers to contribute to PumpHouse audiences In conjunction with the Box Office Coordinator, facilitate educational ticketing opportunities with hirers, ensuring they have all the resources they need. 	<ul style="list-style-type: none"> At least six school groups visiting The PumpHouse Theatre for educational programmes per annum Our database of educational providers is complete and accurate at all times Positive feedback from school groups who book and attend performances at The PumpHouse theatre.

Key Accountabilities	Key Tasks	Success Indicators
<p>Volunteer Coordination</p> <p><i>The PumpHouse Theatre has an active volunteer base which contributes to the success of the theatre.</i></p>	<ul style="list-style-type: none"> • Develop, document and implement a theatre volunteer programme based on Creative New Zealand best practice • Identify volunteers roles within the theatre and roster volunteers to undertake these roles • Identify ways that volunteers can be recognised for their contributions 	<ul style="list-style-type: none"> • An increase in registered volunteers from the previous financial year. • All volunteers receive necessary training, health and safety briefings and have signed appropriate documentation • Turnover in volunteers is minimised
<p>Event Management</p> <p><i>The PumpHouse Theatre produces professional events to achieve fundraising or community engagement goals</i></p>	<ul style="list-style-type: none"> • Plan and implement events on behalf of The PumpHouse and the North Shore Theatre and Arts Trust 	<ul style="list-style-type: none"> • Events such as Inspire, Creative Talks, Movie Nights and Christmas Carols continue • All events are well documented and delivered within budget
<p>Friends of The PumpHouse</p> <p><i>Friends of The PumpHouse are active and engaged</i></p>	<ul style="list-style-type: none"> • Maintain the database of members including their joining dates and expiry dates • Invite Friends members to events that allow engagement with the arts • Assist the Business Manager and Board Secretary with preparations of the AGM each year. 	<ul style="list-style-type: none"> • The Friends of The PumpHouse database is up to date and accurate • There are regular events for Friends of The PumpHouse members throughout the year

Key Competencies	
Relationship Management	Represents The PumpHouse and its hirers with enthusiasm. Proactively builds and maintains productive working relationships with a range of stakeholders. Has an awareness of the needs of diverse communities and responds appropriately.
Project Management, planning and organisation	Demonstrates a clear understanding of planning and efficient time management to ensure projects are delivered on time. Develops systems and documentation to support project planning.
Communication	A good level of written and verbal communication skills such that interactions with stakeholders are at all times professional and polite. Open, honest and confident in public settings. Willing and able to interact with stakeholders.
Team Work	Contributes to and supports the aims of the North Shore Theatre and Arts Trust Board. Empowers and supports colleagues and Board members by working together collaboratively with a solution focus.
Technical Knowledge	Solid administrative skills and competent with Word, Outlook, Excel and using online applications. Knowledge of social media (e.g. Facebook, Instagram, Twitter and Neighbourly). An understanding of health and safety and first aid is preferred.