

Interactive Theatre International (ITI) is a theatre company that creates and produces interactive, site-specific, immersive theatre experiences that are performed around the world.

### **The role**

The **Creative Traffic Coordinator** is a key role, responsible for managing incoming workloads for marketing projects and campaigns across London, international festivals, national and international tours. You will be the key point of contact for members of the creative team, tracking progress, assigning projects, managing timings and expectations, and troubleshooting issues as they arise. The role also requires supporting any other design or administrative needs, for instance with simple artwork or photoshop requests.

While working predominantly from home, this job is London based and is full time at 40 hours per week.

### **Key Responsibilities**

Responsible for allocating and monitoring all marketing work, you will be able to:

- Use project management tools effectively and proactively seek out issues with workflow, and quickly develop solutions that increase productivity within the team.
- Pre-empt any scheduling clashes and resolve issues before they happen.
- Manage a busy and ever-changing resource schedule on a day-to-day basis.
- Take ownership of delivering existing marketing campaigns.
- Develop existing relationships with our partner companies and build new ones as appropriate.
- Assist in brokering new relationships with audience- or member-focused organisations.
- Act as brand champion, ensuring all marketing collateral observes ITI branding, and that all our outputs extend our world-class standards.
- Assist venue management at our residency and festival venues.
- Maintain an up-to-date database of print suppliers which covers quality and cost.

### **Person specification**

- Substantial experience in a marketing role within the arts/tourism/travel sector.
- Experience/skills in project management, account management, creative skills and championing a brand.
- Financially competent.
- An excellent communicator, both written and verbal, with fine attention to detail.
- A successful track record as a team player, with ability to assert authority.
- Experience in championing a brand.
- Computer literate, competent in using project management software, and Adobe Creative design suite.
- A good networker.

To apply please send cover letter, CV with references, and some examples of your work (or link to view) to: [jared@imagination-workshop.com](mailto:jared@imagination-workshop.com)

Interviews: W/C 23 July 2018

Start September 2018, TBC

