



# Creative Community Coordinator

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Job Application Pack  
April 2024



Mercury Musical Developments

A large, diverse audience is seated in a theatre, attending a conference. The audience is spread across multiple levels, including a prominent balcony. Many attendees are wearing red lanyards. The theatre has a curved balcony and is filled with people, some looking towards the front and others looking at their phones or papers. The lighting is warm and focused on the audience.

**“MMD is the heart of the UK’s musical theatre new writing community, always eager, uplifting and responsive in supporting their members.”**

Caitlyn Burt & Amir Shoenfeld, writers

# Hello

Thank you for your interest in Mercury Musical Developments (MMD). We are a membership organisation supporting new musical theatre writing. Along with our partner organisation, Musical Theatre Network, we are funded as a National Portfolio Organisation by Arts Council England.

It is an exciting time for the organisation as we create a new base at Birmingham Hippodrome, and from July we will have staff working across London and Birmingham offices. The Creative Community Coordinator role will be a Birmingham-based position involving occasional travel to London or other cities.

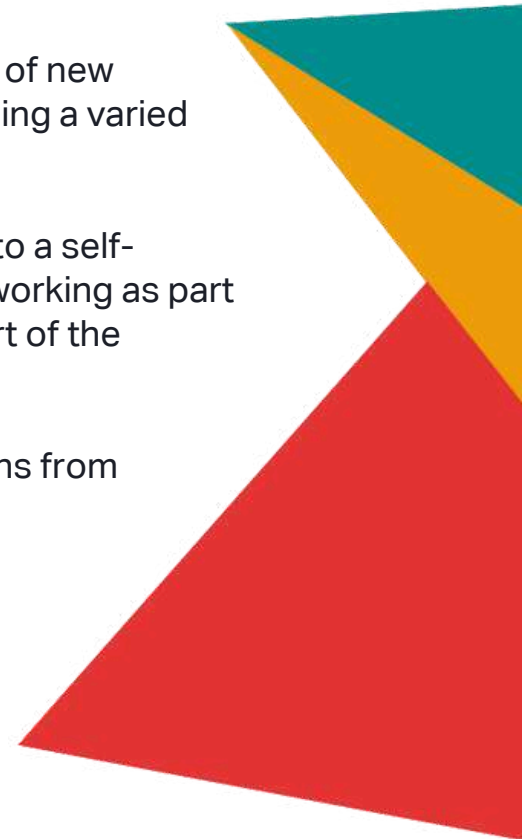
This year we will be starting to work towards BEAM2025, the UK's biggest showcase of new musical theatre, to be held in Birmingham in May 2025. Alongside this we will be running a varied programme of events and opportunities across the year to support our members.

In this pack you will find out more about the role and how to apply. The role is suited to a self-motivated team-player, who's passionate about new musical theatre. You would be working as part of a small team, dedicated to making a difference nationwide in this fast-evolving part of the theatre industry.

MMD is committed to inclusivity and equal opportunities and we welcome applications from individuals of all backgrounds.

We look forward to hearing from you.

Natalia Scorer  
Executive Director, Mercury Musical Developments



# About MMD

## “The UK’s largest and most important advocate of new musicals”

Musical Theatre Review

Mercury Musical Developments (MMD) began life in 1992 when a group of students studied with Stephen Sondheim at Oxford University. Since then, the company has grown into a national membership organisation dedicated to nurturing new musical theatre writing. Our community of members is made up of over 400 book writers, lyricists and composers across the UK and internationally. MMD’s members have access to a range of development and showcasing initiatives, including writers’ groups, masterclasses, feedback and advice services, retreats, prizes and residencies. We actively seek out commissions, build professional networks and act as an ambassador on behalf of our members. MMD’s aim is to support, advise, diversify and represent the writers who are shaping the future of musical theatre across the UK.

**Further information can be found at**  
**[www.mercurymusicals.com](http://www.mercurymusicals.com)**



# MMD and MTN

Together as a consortium, Mercury Musical Developments and Musical Theatre Network respond to the development needs of the new musical theatre sector. While MMD focuses on the writing of new musicals, MTN is a network of venues, producers and creatives who are developing or staging new musicals. Our joint activities include the BEAM industry showcase, the UK Musical Theatre Conference and the Cameron Mackintosh Resident Composer scheme. We currently share office spaces and one staff member. We were two of the first organisations to be established with a focus on the development needs of new British musical theatre, now occupying a central position within this dynamic and fast-evolving sector.





# The Role

As the Creative Community Coordinator, you will be the first point of contact for current and prospective members of MMD. You will lead on membership recruitment and retention, provide communications to members and the wider industry, create digital content, and support events and initiatives for members. You will play a vital role in maintaining and shaping the MMD membership, ensuring that we are a friendly, professional and supportive community making a big impact on musical theatre in the UK.

This is a role ideally suited to someone who thrives on communications and problem-solving, wants to grow their professional theatre network and wants to help new musical theatre develop and flourish.

## **Hours**

2.5 days per week (17.5 hours)

Days and hours worked will be determined by mutual agreement and hours will typically be in daytime on weekdays, with occasional evening work required.

## **Salary**

£13,000-£14,000 dependent on experience (based on a full-time equivalent of £26,000-£28,000)

## **Location**

The postholder will be expected to work from MMD's new base at Birmingham Hippodrome minimum of twice per week. Some remote working will be permitted. Travel to London or other cities will be required from time to time, for which travel expenses will be paid.



## Staff

Natalia Scorer, Executive Director – 4.5 days per week

Martin Jackson, General Manager – 4 days per week

Kate McKeown, Projects Manager – 1.5 days per week (also works for Musical Theatre Network)

Creative Community Coordinator – 2.5 days per week (will report to Executive Director)

From July 2024, staff will be based at offices in Birmingham and London. The Creative Community Coordinator will also sometimes work with MTN's Executive Director and Membership Manager on consortium-related activity.

# Job Responsibilities

## Membership

- Provide an efficient, informed and courteous point of contact for all existing and prospective members, setting the tone for a friendly, mutually supportive community of collaborative members
- Manage an effective membership system, including administration of subscriptions and renewals
- Ensure members' details are kept up to date on our CRM database
- Design and implement strategies to retain and grow memberships
- Advise current members on potential development/funding opportunities, connecting members with each other and arranging meetings with staff members when appropriate
- Provide regular updates to the Executive Director and the MMD board of trustees on membership development and retention

## General

- Attend board meetings as required
- Adhere to and implement appropriate policies, including Equality, Data Protection and Environmental Sustainability

## Communications

- Monitor and update MMD's social media channels, maintaining a friendly and pro-active presence
- Keep MMD's website up to date with news and events, including the Members Resource Hub
- Take responsibility for data protection compliance as acting Privacy Representative on behalf of MMD, following the organisation's Data Protection Policy
- Promote events and opportunities to current membership and the wider industry, including writing copy for events and creating visual marketing

## Events & Initiatives

- Collaborating with MMD staff, provide support for MMD events and initiatives, with a particular focus on marketing and communications
- Collaborate with the staff of MMD and MTN to support delivery of the BEAM Showcase and UK Musical Theatre Conference, with a particular focus on marketing and communications



# Person Specification

## Essential

- Excellent written and verbal communication skills and the ability to engage positively with a wide range of individuals
- Experience of working in a customer/client-facing role and excellent customer service ethic
- Enthusiasm for musical theatre as an art form, and for new musical theatre in particular
- Excellent IT skills
- Strong copywriting, editing and proofing skills
- Experience and understanding of social media
- Demonstrable attention to detail
- High levels of initiative alongside the ability to work well as part of a team

## Desirable

- Experience in managing databases
- Understanding of data protection legislation
- Experience of events management
- Experience of working in the professional theatre sector
- Website management (ideally WordPress) experience
- Graphic design skills



# How to Apply

To apply, please send us the following by email:

- A CV (max. 2 sides of A4)
- A covering letter (max. 2 sides of A4) explaining what attracts you to this position and evidence of your ability to fulfil the Job Description and Person Specification.
- Names and contact details for two referees who have knowledge of you in a working or education environment; where applicable one of which should be your current or most recent employer (referees will not be contacted prior to interview).
- Any relevant details of your availability, including notice period for current employment.

In addition, to help us monitor our equal opportunities plan, please complete an anonymous [Equal Opportunities Monitoring form](#). This form is not held in connection with your application.

Applications should be sent via email to Martin Jackson, General Manager at [martin@mercurymusicals.com](mailto:martin@mercurymusicals.com) with Creative Community Coordinator in the subject line. You are welcome to contact Martin to request an informal chat about the role before applying or if you require any access support with the application process.

## **Deadline for applications: 10am Tuesday 28th May**

Interviews will take place w/c 10th June at Birmingham Hippodrome in central Birmingham. We hope the post-holder will start in the role as soon as possible after 15th July.



mmmd  
BEST NEW SONG  
**STILES  
+ DREWE  
PRIZE**



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