



Tonic Theatre CIO
Office Coordinator (Maternity Cover)

June 2022

Tonic is recruiting for an Office Coordinator (Maternity Cover). We're looking for someone with excellent attention to detail, the ability to multi-task and work under their own initiative. The Office Coordinator (Maternity Cover) will support our small but busy team across its broad range of projects, training, consultancy and events as well as overseeing the day-to-day running of the office. This part-time role can be undertaken entirely from our London office or through working from home combined with regular visits to the office, depending on the successful candidate's preference.

About Tonic

For over ten years [Tonic](#) has been supporting arts and cultural organisations to achieve greater equality, diversity and inclusion through a combination of training, consultancy, research and cross-sector projects and programmes. The impact of our interventions, both on the organisations we have worked with and, by extension, the wider sector is palpable. We take a thoughtful, never tokenistic, approach to change, supporting organisations to understand the underlying causes of inequalities and then work with them to reimagine and redesign their working practices and structures so that they become more equitable. Focusing on empathy and emotion as much as systems and processes, we build collaborative and empowering relationships with the organisations we work with and help them to understand how diversity is crucial to their success. All our work is driven by the firm belief that arts and culture improve people's lives but will only be its best - and have the widest reach possible - if it is inclusive of the broadest range of talent. Since 2011 we have been infusing organisations across the UK and beyond with our enthusiasm and positivity about what a more equitable, diverse and inclusive sector could achieve.

Having initially been established in the theatre industry, the success of Tonic's approach saw demand for our work extend into other areas of the performing arts, particularly dance and opera. Today we continue to work extensively in these fields whilst also increasingly expanding into a range of other areas including music, heritage and museums, television drama and the wider cultural sector. When we began, Tonic's focus was purely targeted at improving the situation for women and girls in the theatre industry. While this remains an important aspect of what we do - as demonstrated through projects such as our [Platform](#) series, our [Participate](#) programme, and the [Tonic Awards](#) - we now look at equality, diversity and inclusion (EDI) more holistically. In particular, we are keen to take an intersectional approach so that our work supports organisations to create working practices and policies that are inclusive of **everyone**.

Tonic takes pride in working across the arts and cultural ecosystem. We work with venues, producers, commissioners, festivals, training and educational institutions, businesses in the arts 'supply chain', professional membership bodies, networks, and amateur and community groups. We've developed multi-year relationships with some of the biggest arts organisations in the country (such as the National Theatre, Royal Opera House, Royal Shakespeare Company, Sadler's Wells), work with micro-companies

operating on a hyper-local basis, and with organisations of all shapes and sizes in between. Through our [books, resources](#) and [industry-facing events](#), freelancers and others can engage in our work too.

Working at Tonic

We are a small team. There are currently five of us each working four days per week:

Gina Abolins, Delivery Lead

Charlotte de Paeztron, Office Coordinator (on maternity leave from September 2022)

Fay Jennett, Senior Delivery Lead

Lucy Kerbel, Founder and Director

Mariana Rodrigues, Delivery Lead

In addition to the core team, Tonic works with a pool of [freelance associates](#) who deliver various parts of our work and has a highly-engaged [Board of Trustees](#).

Tonic is a charity and this influences how we conduct ourselves as an organisation. We pay our people fairly and we don't routinely ask them to go above and beyond their contracted hours because we recognise the value of making our team feel that they - and the balance of their lives outside of work - are respected. At the same time, we seek to keep our services affordable to our clients (many of whom are charities or not-for-profits themselves) and so are always mindful of our outgoings and encourage all our people to work in efficient ways so that we can keep costs down. We generate the vast majority of our own income through the fees we charge and reinvest any surplus back into our change-making projects, especially those that support activity at grass roots level.

If you have any questions about working at Tonic relevant to your application, please contact Charlotte de Paeztron at charlotte@tonictheatre.co.uk

Role: Office Coordinator (Maternity Cover)

Reports to: Tonic Director, Lucy Kerbel

Key Duties and Responsibilities

- Manage all the bookings for Tonic's training and consultancy programmes (both online and in-person sessions) including arranging pre-training phone calls, liaising with both clients and trainers on suitable dates/times, confirming all delivery schedules and assisting in video conferencing duties during training sessions.
- Manage the effective day-to-day running of the office including PA support for the Director and general organisational administration duties.
- Support the Director and Trustees with the charity's finances including raising and coding invoices and the monthly reconciliation of accounts.
- Attend quarterly Board meetings and write up minutes and actions.
- Undertake the administration of a range of Tonic projects, in conjunction with the Director, liaising with project partners, funders and stakeholders to ensure project success.
- Coordinate the organisation and promotion of a range of Tonic events, in conjunction with the Director and other members of the Tonic team.
- Manage Tonic's online presence including website updates and posting on social media.
- Manage and fulfil all online orders for our Platform plays.

- Develop and maintain relationships with Tonic supporters, stakeholders, and partners to ensure the success of the organisation.
- Represent Tonic with a high level of professionalism at all times and protect the brand and values of Tonic, keeping organisation information confidential.

Personal specification - essential

- Sympathetic to the charitable aims and ambitions of Tonic
- Excellent attention to detail and highly organised
- Excellent numeracy skills
- Exemplary communication skills; capable of liaising effectively and professionally across all levels of stakeholder
- Proficient and relaxed at multi-tasking and capable of working effectively across a range of priorities and outputs
- Good IT skills and knowledge of relevant software including Microsoft Office and Google Workspace
- Ability to work within a very small team
- Ability to work unsupervised and under own initiative
- Interested in working for an organisation with a change-making agenda and innovative approaches

Personal specification - desired

- Knowledge of database maintenance and accountancy software (e.g., Xero)
- Experience of WordPress
- Confident using social media
- An interest in the arts and culture

This job description is issued as a guideline to assist you in your duties, it is not exhaustive and we would be pleased to discuss any constructive comments you may have. Due to the evolving nature and changing demands of our charity this job description may be subject to change. You may, on occasion, be required to undertake additional or other duties within the context of this job description, and according to the needs of the organisation.

Terms and conditions

Part time: Four days a week

Hours of work: 9.30am – 6pm, with occasional work outside these hours

Salary: £22,660 - £25,750 based on experience, per annum, pro rata'd to four days per week (calculates as £18,130 to £20,600 gross)

Pension: Tonic operates a pension scheme with NEST and makes employer contributions at 3%

Annual Leave: 25 days per year (pro rata'd to 20 days for a four days per week post), plus bank holidays and the three days between Christmas and New Year

Probation Period: 3 months

Notice Period: 2 months

Duration: As this is a fixed term, maternity cover, the duration of the role will be a minimum of six months with the possibility of extending to a full year

Place of work: Tonic's office in London. However, the successful candidate has the option to spend part of the week working from home (and Tonic will provide necessary IT and office equipment to enable this)

Ideal start date: Monday 15th August

If you have any queries about access, flexibility, or the practical requirements of the role please contact Charlotte de Paeztron at charlotte@tonictheatre.co.uk.

How to apply

Applications should consist of:

- Covering letter (no longer than one side of A4) outlining why you are interested in applying for the role
- CV
- Equal Opportunities Monitoring Form. Please complete the form [here](#).

All applications should be submitted via email to: info@tonictheatre.co.uk with the subject heading 'OFFICE COORDINATOR (MATERNITY COVER)'

If the application formats that we are providing don't work for you, please let us know by contacting us at info@tonictheatre.co.uk.

Timeline

Deadline for applications: 9.00am, Monday 27th June

First round interviews will take place over Zoom on Wednesday 29th June and Thursday 30th June. Second round interviews will take place in person in London w/c 4th July.

Ideal start date: Monday 15th August