

# CAHOOTS

## **ADMIN & MARKETING ASSISTANT JOB PACK – CAHOOTS NI**

Cahoots NI is an award-winning children's theatre company based in Belfast. We are looking for a motivated, creative, and highly organised individual to join our small but ambitious team. This is a varied and rewarding role that sits at the heart of everything we do, keeping the organisation running efficiently while playing a central part in how we connect with our audiences, partners, and the wider community.

We are looking for someone who brings ideas, spots opportunities, takes ownership of their workload, and contributes meaningfully to the organisation's growth and sustainability.

**Job Title:** Administration and Marketing Assistant

**Responsible to:** Artistic Director

**Location:** Cityside Retail and Leisure Park, Belfast

**Hours:** Full Time 35hrs per week

**Holiday:** 20 days + Bank holidays.

**Salary:** £24,000 per annum

**Closing date for applications: MIDNIGHT 31st MAY 2026**

**Interviews (TBC) - W/b 15th JUNE 2026**

**How to apply** - Please complete the Google Form linked below to apply for this role.

<https://forms.gle/NrUHJob8LajxMQ8h7>

Please note: You cannot save and return to this form. Your responses to this form will only be shared with the relevant, necessary staff for assessing your application.

## **ABOUT CAHOOTS**

Cahoots NI (Cahoots) is an award-winning Northern Irish theatre company, creating work for young audiences. We are dedicated to creating memorable, theatrical experiences of high artistic and educational value for children aged 3-12 years and their families, caregivers and schools.

Our distinctive style combines magic and illusion with contemporary theatre, original music and astonishing digital technology. With this signature theatrical magic, we inspire a sense of wonder, unlock imagination and nurture a love of the arts in children. In doing so, we create lifelong memories and joint family experiences that make a positive difference to their lives. Since 2001, we have reached over 699,000 children and families.

Since 2020, we have been developing a bespoke theatre space for young audiences in Cityside Retail Park, the only one of its kind in Belfast. Through five years of hard work and engagement with our local community, we have transformed a disused warehouse into a hidden world of magic and wonder.

Alongside our core audience in Northern Ireland, Cahoots tours across the globe, and has performed by invitation in North America, South Korea, Malta, Japan, Germany, Norway and China.

### **OUR PURPOSE**

Through our theatrical magic, we inspire a sense of wonder, unlock imagination and nurture a love of the arts in children. In doing so, we create lifelong memories and joint family experiences that make a difference to their lives.

### **OUR MISSION**

To protect and promote the right of all children to have access to high-quality artistic experiences.

### **OUR VISION**

We seek to become a world leader in theatre for young audiences with our brand recognised for delivering innovative, exciting and high-quality experiences whilst always reaching more children and young people.

## **JOB DESCRIPTION**

### **MARKETING, COMMUNICATIONS & AUDIENCE DEVELOPMENT**

At the core of this role is a genuine commitment to growing Cahoots' reach and reputation. You will play a role in day-to-day marketing activity, ensuring our productions, events, and programmes are promoted effectively across digital and print channels. Beyond content creation, you will play an active role in audience development, identifying new opportunities to engage people who haven't yet discovered Cahoots, and building relationships with potential collaborators, sponsors, and local partners.

This involves:

- Delivering engaging, consistent content across social media and our website that grows our audience reach and brand awareness
- Planning and implementing marketing campaigns that drive ticket sales and event attendance
- Researching new partnership opportunities that extend our marketing reach
- Tracking campaign performance and using audience data and insights to continuously improve how we communicate

### **BOX OFFICE MANAGEMENT**

You will take full ownership of our ticketing operations, ensuring a smooth and professional experience for every audience member from the moment they book. This includes setting up and managing TicketTailor, monitoring sales, producing box office reports, and handling customer queries promptly and professionally. You will also manage complimentary tickets and guest list arrangements for each production.

### **POST-SHOW EVALUATION**

Understanding what worked and why matters enormously - both for our own learning and for our funders.

After each production or event you will be expected to:

- Gather and process audience feedback, engagement statistics, and revenue reports
- Compile marketing and PR activity data into clear, useful post-show evaluations

### **ENGAGEMENT ADMINISTRATION**

Cahoots works closely with schools, youth groups, and community organisations, and this relationship requires careful, thoughtful coordination.

You will manage communications with schools to schedule workshops and visits, ensuring all parties are well-informed, and maintain warm and professional follow-up correspondence. The way we communicate reflects our values as an organisation, and we want every partner to feel genuinely welcomed and supported.

### **FUNDING & GENERAL ADMINISTRATION**

Like most arts organisations, Cahoots relies on the support of funders to do what it does, and you will play an important supporting role in ensuring we meet our reporting obligations accurately and on time. This includes maintaining records of key organisational targets, equality monitoring data, our Government Funding Database, and Companies House records.

Day-to-day this means:

- Managing our main inbox and telephone communications professionally and efficiently
- Preparing board materials and coordinating board meeting schedules
- Maintaining digital and physical filing systems
- Recruiting, training, and managing volunteers
- Supporting visa application processes for cast and crew travelling to the USA

In a small organisation, no two days are exactly the same, and the ability to move between tasks calmly and competently is essential.

### **WHAT WE'RE LOOKING FOR**

#### *ESSENTIAL*

- A third-level qualification\* (e.g. NVQ Level 4 or Degree) in a related field such as Marketing, Communications, Business Studies, Arts Administration, Theatre, or a related discipline
- At least 2 years' experience in an administrative, marketing, communications, or arts organisation role
- Demonstrable experience or strong working knowledge of marketing and social media management (content creation, scheduling, and audience engagement)
- Excellent written and verbal communication skills with the ability to produce clear, engaging content for different audiences
- Strong organisational and administrative skills with the ability to manage multiple priorities effectively
- IT literate, including confidence using Mac systems, social media platforms, and website content management systems

\*Where applicants do not hold a third-level qualification as outlined above, they must demonstrate a minimum of four years' relevant experience in a similar administrative or marketing-related role

### *DESIRABLE*

- Experience working in arts, theatre, or cultural organisations
- Experience creating or editing marketing assets (e.g. Canva, Adobe Suite, or similar tools)
- Understanding of audience development, digital marketing, or campaign planning
- Experience working with ticketing systems (e.g. Ticket Tailor or similar)
- Full driving licence

### **WHO YOU ARE**

You are proactive, reliable, and highly organised, with very strong attention to detail. You can work independently and use your initiative, but you also thrive as part of a small, collaborative team. You are digitally confident and creatively curious and always thinking about how we can do things better.

Most importantly, you care about theatre and the difference it makes to the people who experience it, and you want to be part of an organisation that genuinely matters to its community.