

# Operations Coordinator

## **The Role:**

The Operations Coordinator at PBDS will be responsible for all elements of Operations requirements at PBDS. You will be an ambassador for PBDS and responsible for those that you help to manage. You will be co-coordinator of PBDS alongside the Production Coordinator. You will liaise with all heads of departments to ensure all operational roles are working well. You will be the decision maker on operational elements and will work within the budget set out at the start of the production period. You will work closely with the Production Coordinator and Chair to help manage PBDS as a whole. This role will best suit someone with a high level of directorial knowledge and leadership capabilities.

## **Responsible for:**

You will be responsible for all artistic departments at PBDS including, Marketing Manager, Front of house manager, finance, chaperones.

## **Hours:**

The average amount of hours required for this voluntary role would be 260 hours per year.

## **Duties & Responsibilities:**

- To be responsible for the smooth running of the departments you manage.
- To set budgets for departments.
- Assist when looking for a director.
- Driving leadership team recruitment and succession planning.
- To plan and run meetings.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the board.
- Help prepare agendas
- Guide conduct of meetings
- Build unity of purpose
- Welcome new members and introduce guests
- Know and understand the constitution
- Ensure sufficient consideration of issues
- Try to promote consensus
- Prevent anyone taking over and dominating discussions
- Get through the agenda on time
- Sum up problems, points, decisions
- Ensure decisions are carried out
- Delegate tasks
- Represent group to the outside world

- Ensure all data management and communications is compliant with GDPR and the UK Data Protection Act (2018).
- Act as a representative and advocate of PBDS.
- Provide the highest level of audience care and service at all times.
- To uphold and embody the PBDS policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.

PBDS