BIRMINGHAM ROYAL BALLET

Creative Studio Coordinator

Responsible to: Design Manager

Overview

Birmingham Royal Ballet (BRB) is one of the world's leading ballet companies, showcasing world-class ballet locally, nationally and internationally to a wide range of audiences. Under the leadership of Director Carlos Acosta and Chief Executive Paul James, BRB is at an exciting moment in its history, undergoing a significant transformation that includes staging invigorated productions of ballet classics while diversifying its repertoire with new works from contemporary choreographers.

Mission: Ballet Everywhere

Birmingham Royal Ballet's mission is to reach out and move people with great ballet and music — touring world-class ballet to the widest possible audience in the UK and internationally; creating new works that reflect the world we live in; and releasing the creative potential in people of all ages and backgrounds.

This role plays a key part in bringing that mission to life through leading the development and delivery of high-quality creative design, visual storytelling and artistic presentation across BRB's productions, campaigns and wider organisational activity.

Our Four Values

BRB's values underpin how we work and the standards we set:

- Creative to the Core
- Devoted to Brilliance
- Diverse and Different
- Full of Heart

These values shape both our organisational structure and the way we approach collaboration, creativity and delivery across the team.

Role Description

The Creative Studio Coordinator plays a central role in the day-to-day operation of BRB's Creative Studio, supporting the effective coordination of activity across design, photography and film within the Creative Studio and ensuring creative work flows efficiently from brief through to delivery.

Reporting to the Design Manager, the role provides the operational coordination that underpins the studio, maintaining visibility of workloads, priorities, deadlines and dependencies across the Creative Studio and ensuring that the different elements required for successful creative delivery come together at the right time.

The role acts as a key point of coordination between the Creative Studio and colleagues across Audience & Campaigns, Creative & Content, Communications & Partnerships and the wider organisation. It helps ensure briefs are complete, copy and assets are available, feedback and approvals happen when required, and dependencies or potential delays across the work of the studio team are identified and followed up before they affect delivery.

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Alongside wider studio coordination responsibilities, the role provides hands-on creative production support, primarily within Design, undertaking activity including templating, versioning, adaptation and production of routine creative assets. The role may also provide digital production support where appropriate and within the postholder's skills and experience.

The Creative Studio Coordinator is an enabling and hands-on role, combining strong studio coordination with practical creative production support. The role creates the organisation, visibility and momentum that allows specialist creative colleagues to focus on high-value work, while also contributing directly to design, photography, film/video and other creative activity where appropriate.

Key Responsibilities:

Creative Studio Workflow & Coordination

- Coordinate the day-to-day flow of work through the Creative Studio across productions, campaigns and organisational activity.
- Maintain clear visibility of live and upcoming work, deadlines, owners and priorities through the studio's workflow and project management systems.
- Build effective relationships across BRB to maintain early visibility of upcoming creative requirements and enable the studio to plan effectively against agreed campaign and organisational priorities.
- Monitor progress against agreed schedules and delivery dates, identifying competing priorities, dependencies, capacity pressures and potential bottlenecks at an early stage.
- Follow up outstanding briefs, information, copy, assets, feedback and approvals to keep work progressing.
- Keep relevant colleagues informed of progress, changes and issues that may affect delivery.
- Help create an organised and responsive studio environment in which creative specialists can focus their time on high-value creative work.

Campaign & Creative Production Coordination

- Act as a key point of coordination between campaign planning and Creative Studio delivery.
- Translate agreed campaign plans and creative briefs into organised studio activity, ensuring requirements, contributors, dependencies and deadlines are clearly understood and coordinated.
- Ensure creative requirements are supported by appropriate briefs, copy, imagery, specifications, assets and realistic timescales before progressing through the studio.
- Coordinate proofing and approval processes, including proofreading and copy checking, ensuring feedback is captured, current versions are clear and appropriate sign-off is obtained.
- Coordinate the practical arrangements for photoshoots and other creative production activity, including schedules, contributors, locations, assets and other requirements.
- Work with Press & Communications colleagues to source, organise and supply appropriate photography and creative assets for media, partners and other third-party requests.
- Coordinate with external suppliers, photographers and other creative contributors as required.

Studio Systems & Information

- Maintain accurate and up-to-date Creative Studio project information, documentation and supporting materials.

- Support the effective use and ongoing development of Smartsheet and other studio workflow or project management systems.
- Maintain organised file structures, naming conventions and version control, ensuring colleagues can easily locate current information and approved materials.
- Support the effective management of photography and other creative assets, ensuring materials are appropriately recorded, accessible and used in accordance with relevant brand and rights requirements.
- Support Creative Studio purchasing and administration, including raising and tracking purchase orders and liaising with Finance and suppliers as required.
- Support the introduction and adoption of improved studio systems, tools and ways of working.

Creative Production Support

- Provide hands-on creative production support as part of the day-to-day output of the Creative Studio, primarily across design and established studio activity.
- Create, adapt and version templated creative assets for print and digital use, including campaign materials, advertising formats and other established collateral.
- Resize, repurpose and amend approved creative assets for different channels, formats and audiences.
- Prepare imagery, artwork and files for proofing, publication and production.
- Undertake straightforward video editing and production tasks where appropriate, working within agreed creative direction and the postholder's skills and experience.
- Support the preparation, organisation and selection of photography and other visual assets for campaign, communications and third-party use.
- Work confidently within established creative direction, templates and BRB brand standards.
- Provide additional hands-on creative capacity during busy periods, helping the studio respond flexibly to changing workload and priorities.

Collaboration & Continuous Improvement

- Build effective working relationships across the Creative Studio and with colleagues across Audience & Campaigns, Communications & Partnerships and the wider organisation.
- Support clear communication and effective handovers between the Studio and colleagues commissioning or contributing to creative work.
- Identify opportunities to simplify workflows, remove unnecessary steps and improve studio processes and ways of working.
- Support knowledge sharing across the Creative Studio, helping to document key processes and build resilience across the team.
- Contribute positively to an organised, collaborative and creative studio culture.

Measures of Success

- Studio workloads, priorities and deadlines are clearly visible and effectively coordinated.
- Creative work progresses efficiently from brief through production, approval and delivery.
- Required inputs, assets, feedback and approvals are identified and followed up at the appropriate stage.
- Competing priorities, capacity pressures and delivery risks are identified and communicated early.
- Studio systems, project information and creative assets are accurate, organised and easy to navigate.

- Design and other hands-on creative production support is delivered accurately, on time and in line with BRB creative and brand standards.
- Photoshoots, external creative activity and asset requests are well coordinated and supported.
- Colleagues across BRB experience the Creative Studio as organised, responsive and easy to work with.
- The role enables studio leadership and specialist creative colleagues to spend more time focused on leadership, specialist creative activity and high-value delivery.

Essential Skills & Experience

- Strong organisational and coordination skills, with the ability to manage multiple projects, priorities and deadlines simultaneously.
- Good working knowledge of Adobe Creative Suite, particularly InDesign and Photoshop, with the ability to produce and adapt creative assets to a high standard.
- Experience coordinating workflow or production activity within a creative, marketing, communications or similar environment.
- Experience undertaking practical creative production work, including adapting artwork and preparing assets for different formats and channels.
- Strong attention to detail, including confident proofreading and copy checking.
- Confidence using workflow, project management or scheduling systems.
- Ability to proactively follow up activity, identify potential issues and keep work progressing.
- Strong communication and relationship-building skills, with the confidence to work across different teams and levels.
- Good understanding of creative production processes including briefing, proofing, approvals, asset management and version control.
- Ability to work effectively within established brand and creative guidelines.
- A proactive, collaborative and solution-focused approach.

Desirable Skills & Experience

- Experience working within a creative studio, agency or in-house creative team.
- Experience using Smartsheet or a similar workflow/project management platform.
- Experience preparing artwork for print production.
- Experience of straightforward video editing or multimedia content production.
- Experience coordinating photoshoots and working with photographers or other external creative contributors.
- Understanding of photography usage, digital asset management and creative rights considerations.
- Experience working across multidisciplinary creative teams.
- Experience within arts, culture, entertainment or another production-led environment.