Access Coordinator

Job advertisement

Auckland Theatre Company, ASB Waterfront Theatre, Tāmaki Makaurau

We have tried to make this document as accessible as possible. If anything is not accessible for you, please get in touch with Sam at sam@atc.co.nz.

About this role at a glance

We are looking for an Access Coordinator to help make Auckland Theatre Company a welcoming place for Deaf and disabled audiences. You will be on the ground at our access performances and a friendly point of contact for our communities. This is a casual, part time role across our 2027 season, and lived experience of disability or of the access communities is a real strength.

About us

Auckland Theatre Company has been telling powerful stories that connect communities and enrich lives since 1993. From humble beginnings with two productions a year, we have grown into one of Aotearoa's leading theatre companies. We are home to the 675 seat ASB Waterfront Theatre, rehearsal studios at Balmoral, a thriving Youth Company and a packed annual season of new New Zealand and international work.

Our access programme offers audio described performances with touch tours, NZSL interpreted performances and relaxed performances, shaped each year through consultation with our access whānau. Access tickets are $20 for Deaf and disabled patrons and their companion, with an Access Subscription so patrons can book their seat and their companion's seat across the whole season in one go. That is where you come in.

About the role

Auckland Theatre Company is seeking an Access Coordinator to make our access performances happen, on the ground and in the community. This is a casual role, scoped at around 50 hours per production across the 2027 season and worked flexibly around the access performances.

You will be the familiar face who welcomes access patrons, runs the relaxed environment and the touch tour, and works alongside our audio describers and NZSL interpreters on the day.

Between performances, you will be ATC's day to day connection to the Deaf, blind and low vision, and neurodivergent communities, and you will help welcome all disabled patrons, including people whose access needs do not match a named performance.

You will be part of ATC's Artistic Operations team and work closely with Front of House, Production and our access partners.

Key responsibilities

- Being present at every access performance across the season, covering relaxed, NZSL interpreted, audio described and combined performances, and briefing describers, interpreters and consultants so each one runs to time.
- Attending the audio described dry run and the relaxed performance consultation for each production, and supporting the preparation of access materials.
- Acting as ATC's day to day, community facing contact for the Deaf, blind and low vision, and neurodivergent communities, and fostering partnerships including attending Deaf Club and community events.
- Welcoming all disabled patrons and their access requirements, helping grow a wider disabled audience.
- Running community specific social media and promotion for access performances, and promoting the access ticket, companion ticket and direct booking pathway clearly and without othering.
- Leading in house access training for ATC staff and visiting companies, and participating in the Access and Inclusion Working Group.
- Gathering patron feedback and supporting access reporting and evaluation.

What we are looking for

- **Essential or strongly prioritised:** lived experience as a Deaf person, disabled person, blind or low vision person, or neurodivergent person, or a deep and sustained connection to one or more of these communities. We recruit for this alongside the skills below, and we welcome you to tell us about it in your own words.
- Experience working with people in a welcoming, community facing role, and confidence working on the ground at live events including weekends, afternoons and evenings.
- Warmth, reliability and strong interpersonal skills, with a gift for making people feel welcome.
- Good organisation and clear communication, including social media.
- A collaborative, respectful approach with patrons, partners and colleagues, and the ability to work well under pressure and use your own initiative.
- NZSL proficiency or a connection to the Deaf community, and experience in access, disability, community or arts settings, would be an asset, though none of these are essential.
- The legal right to live and work in New Zealand.

What we offer

You will join a passionate team, with flexibility built around the season's performance schedule. We are committed to supporting the wellbeing of our people and welcome a conversation about any adjustments or additional support you may need to do this role well.

We are building an access programme with and for our communities, so we especially encourage disabled people and members of the Deaf, blind and low

vision, and neurodivergent communities to apply. Please share your access requirements and how we can work with you to make this role accessible for you. You can apply in writing, by video, audio or NZSL.

Apply now

Please send your CV and a short covering note about what draws you to this role to Head of Learning and Participation Sam Phillips, sam@atc.co.nz. If a video, audio or NZSL application suits you better than writing, send it to the same address, we are just as glad to receive it that way.

If you would like to talk the role through before you apply, or would like this information in another format, email the same address and we will sort it out with you.

Deadline for applications: 5pm, Monday 30 November 2026

Appendix: 2027 Access Programme Dates

All performances are at ASB Waterfront Theatre except Becoming Jeff Bezos, which is at Q Theatre, Rangatira. Dates are correct at the time of writing and can occasionally shift, with the latest always at atc.co.nz/ticketing-info/accessible-theatre.

Access activity	Date	Time
Stephen King's Misery		
First day of rehearsal (ATC Balmoral)	Mon 30 Nov 2026	
Relaxed	Tue 9 Feb 2027	7pm
NZSL interpreted	Fri 12 Feb 2027	7pm
Touch tour	Sun 14 Feb 2027	2:30pm
Audio described	Sun 14 Feb 2027	4pm
The Boy from Vaiala		
First day of rehearsal (ATC Balmoral)	Mon 25 Jan 2027	
NZSL interpreted and relaxed, combined	Sat 13 Mar 2027	2pm
Touch tour	Sun 14 Mar 2027	2:30pm
Audio described	Sun 14 Mar 2027	4pm
The King's Speech		
First day of rehearsal (ATC Balmoral)	Mon 8 Mar 2027	
Relaxed	Tue 20 Apr 2027	7pm
NZSL interpreted	Sat 1 May 2027	2pm
Touch tour	Sun 2 May 2027	2:30pm
Audio described	Sun 2 May 2027	4pm
Helen Clark in Six Outfits		
First day of rehearsal (ATC Balmoral)	Mon 3 May 2027	
NZSL interpreted	Fri 28 May 2027	7pm
Relaxed	Sat 29 May 2027	2pm
Touch tour	Sun 30 May 2027	2:30pm
Audio described	Sun 30 May 2027	4pm
Sense and Sensibility		
First day of rehearsal (ATC Balmoral)	Tue 8 Jun 2027	
NZSL interpreted and relaxed, combined	Sat 24 Jul 2027	2pm
Touch tour	Sun 1 Aug 2027	2:30pm
Audio described	Sun 1 Aug 2027	4pm
Becoming Jeff Bezos, at Q Theatre, Rangatira		
First day of rehearsal (venue to be confirmed)	Mon 14 Jun 2027	
Relaxed	Tue 3 Aug 2027	7pm
NZSL interpreted	Fri 13 Aug 2027	7pm
Touch tour	Sun 15 Aug 2027	2:30pm
Audio described	Sun 15 Aug 2027	4pm
Twelfth Night		
First day of rehearsal (ATC Balmoral)	Mon 12 Jul 2027	
Relaxed	Sun 22 Aug 2027	4pm

Access activity	Date	Time
NZSL interpreted	Thu 26 Aug 2027	11am (schools) and 7pm
Touch tour	Sun 29 Aug 2027	2:30pm
Audio described	Sun 29 Aug 2027	4pm
Death on the Nile		
First day of rehearsal (ATC Balmoral)	Mon 9 Aug 2027	
Relaxed	Sat 2 Oct 2027	2pm
Touch tour	Sun 3 Oct 2027	2:30pm
Audio described	Sun 3 Oct 2027	4pm
NZSL interpreted	Sat 9 Oct 2027	2pm