

Job Title: Festivals & Projects Manager

Organisation: Puppet Animation Scotland

Reports to: Artistic Director

Hours: Full time, 35 hours per week Monday – Friday, fixed term until September 2018

Salary: £25,000 - £27,000 depending on experience

[Puppet Animation Scotland](#) is looking for a dynamic and experienced person with a passion for the arts who will contribute significantly to our further success and progression. In this challenging and stimulating position you will provide managerial, administrative and marketing support for the organisation's wide range of activities.

Puppet Animation Scotland champions puppetry, animated film and visual theatre in Scotland and internationally. We are a Creative Scotland Regularly Funded Organisation and our portfolio of festivals and support schemes fosters creativity, innovation and excellence throughout Scotland's professional puppetry, animated film and visual theatre communities of artists.

Dedicated to theatre at its most sensual and imaginative (The Scotsman), the [manipulate Visual Theatre Festival](#) promotes world class visual theatre, animated film and puppetry – and related performing arts of all styles and techniques – to the widest possible audiences, both within the Scottish arts community and the general public.

Our [Puppet Animation Festival](#) - *A testament to the enduring popularity of puppetry and animation in Scotland* (The List) - is the UK's largest and longest established annual performing arts event for children, celebrating its 35th anniversary in 2018. Since 2000 over 210,000 people have attended.

Duties and Responsibilities

The Projects & Festivals Manager will have the following responsibilities -

- Overseeing all aspects of the position's managerial, administrative and marketing duties, and their successful implementation
- Supporting the Artistic Director to deliver the manipulate Visual Theatre Festival and the Puppet Animation Festival
- Supporting the Artistic Director to deliver Puppet Animation Scotland's annual cycle of artists' professional development opportunities and projects, including our Testroom and Creative Fund programmes

- Ensuring, as the organisation's Company Secretary, that all Puppet Animation Scotland's legal responsibilities and obligations are discharged and reported correctly in accordance with current legislation, company law and best practice, as articulated in our Organisation Handbook
- Supporting the Artistic Director in the efficient financial running of the organisation, managing marketing and project budgets effectively
- Supporting the Artistic Director in the research and production of reports, surveys, evaluations, projects monitoring and financial documents for the Board of Directors, Puppet Animation Scotland's partners and funding bodies
- Attending Puppet Animation Scotland's events and activities as well as other relevant puppetry, animated film and visual theatre events – nationally and internationally - as a confident, informed and proactive representative of the organisation
- Providing effective line management to the organisation's Administrator, as well as freelance staff and volunteers when required, supporting their personal and professional development and the delivery of Puppet Animation Scotland's activities and targets
- Developing the organisation's digital engagement, reach and sustainability through managing the organisation's websites, e-communications systems and social media platforms in line with current industry innovations and best practice
- Developing marketing and campaign strategies, including media and digital, to support targets in Puppet Animation Scotland's current Business Plan
- Organising, capturing and analysing audience, market research and other appropriate data across Puppet Animation Scotland's activities
- Maintaining a wide-ranging and up to date working knowledge of current arts marketing best practice through active membership of relevant arts marketing organisations and networks
- Leading on Puppet Animation Scotland's equalities, diversity and inclusion action plan and environment action plan providing support to the organisation's Green Champion

- Any other tasks appropriate to the title, status and conditions of the position as agreed with the Artistic Director

Essential skills

- A significant passion for and understanding of the arts and the creative process
- Excellent oral and written communication skills
- Excellent organisational, planning and time management skills
- Excellent administrative and IT skills and experience, particularly the proficient and confident use of Microsoft Office, the maintenance of CMS systems and management of social networks
- Imagination, resourcefulness, initiative and creativity
- The ability to manage multiple priorities successfully
- The ability to work well under pressure
- The ability to work successfully within a small team
- Personable and enthusiastic
- Excellent multitasking skills
- At least three years appropriate experience in a significant arts-focused context
- Meaningful experience of marketing arts events managing the creation and distribution of printed marketing materials and marketing campaigns
- Line management experience of either permanent or freelance and volunteer staff

Desirable skills

- Experience of using Adobe Creative Suite, particularly InDesign and Photoshop
- Experience of using and maintaining database systems
- An in-depth understanding of and comfort with best practise in marketing and its implementation for arts events and programmes
- An up to date knowledge of the arts structures and their ecosystems in Scotland, the UK and internationally
- Experience of managing rural touring
- Experience of medium to large-scale arts fundraising processes and systems
- Experience of medium to large-scale arts events management processes and systems
- Awareness of current equal opportunities legislation and an interest in equalities, diversity and inclusion in the arts
- A valid UK driving licence

Terms & Conditions

- Place of work Summerhall, 1 Summerhall, Edinburgh EH9 1PL
- Hours of work 35 hours per week

On occasion the Festivals & Projects Manager will be required to work outside these standard hours, especially during our festivals: 26 January – 4 February (manipulate) and 25 March – 15 April (Puppet Animation Festival) 2018. When this occurs they will be entitled to time off in lieu. Overtime is not paid. Staff members have the opportunity to practise flexitime.

- Salary £25,000 - £27,000

This is per annum and is dependent on experience. It is inclusive of PAYE, NI and Pension contributions.

- Holiday 25 days per year and 3 fixed bank holidays

The post will be offered with a three-month probationary period and is a fixed term contract until the end of September 2018.

If you would like to apply for this position, please email Simon Hart, Puppet Animation Scotland's Artistic Director & CEO your **CV** (no more than 3 pages) and a **covering letter** (no more than 2 pages) describing the skills, aptitude and experience you believe you would bring to this job along with an **equalities monitoring form**. The subject line of the email should be '**Festivals & Projects Manager Applicant – Your Name**', your cover letter and CV should be titled with your name.

All applications should be sent to info@puppetanimation.org. Receipt of applications will be acknowledged.

The closing date for applications is: **Monday 24 July, midday**

Applicants shortlisted for interview will be informed by: **Friday 28 July**

Interviews will take place in Edinburgh on: **Wednesday 2 & Thursday 3 August**