

ARTISTIC DIRECTOR & Chief Executive Officer



PUPPET
ANIMATION
SCOTLAND

March 2020

INFORMATION FOR APPLICANTS

Dear applicant,

Thank you for your interest in our permanent post of Artistic Director & Chief Executive Officer (CEO).

In this pack, you will find some information about Puppet Animation Scotland, as well as details about the role, a job description, a person specification, and broad terms and conditions.

If you would like to apply for the post, please download the application form from our website. We would also appreciate it if you would take a couple of minutes to fill in our voluntary Equalities Monitoring Form:

<https://www.surveymonkey.co.uk/r/KDX2LBP>

In your application, please refer to the job description and person specification, telling us why you are interested in the position and what skills and experience you would bring to the organisation. In addition to the application form and our equal opportunities monitoring form, please also submit an up-to-date CV.

Completed applications should be addressed to myself, Puppet Animation Scotland's Chairperson, and sent to: info@puppetanimation.org Please note that, in line with our environmental policy, we will handle only online applications.

If you need more information before you apply, please also contact: info@puppetanimation.org

We look forward to hearing from you and thank you again for your interest.

Yours sincerely

Phil Adams
Chairperson, Puppet Animation Scotland

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Things have a life of their own, it's simply a matter of waking their souls

Gabriel Garcia Marquez

Puppetry is a subversive art form. Its essence is the animation of inert objects with life, intention and emotion. As children we have all adeptly created such narratives with the most unprepossessing of means – we played. As sophisticated cultures throughout the world over the past millennia have showed us, puppetry has liberated adults to do the same – to create alternative, fantastic worlds of the imagination, to articulate sense and meaning of our experience safely, to allow the anarchic free rein. Visual theatre and animated film, with related techniques and aesthetics which focus primarily on showing us, rather than telling us, offer similar vivid opportunities to explore ourselves, our interactions with others and the world around us, with new eyes, hearts, insights and understanding.

Founded in 1984, Puppet Animation Scotland (www.puppetanimation.org) champions puppetry, visual theatre and animated film in Scotland and internationally.

As well as our annual Puppet Animation Festival (www.puppetanimationfestival.org) and MANIPULATE Festival (www.manipulatefestival.org), Puppet Animation Scotland manages a range of discrete projects through each year, as well as providing networking opportunities, funding opportunities, practical advice, support and encouragement to artists working with puppetry, visual theatre and animated film. We promote and celebrate these art forms as valued elements integral to Scotland's rich and diverse cultural life. Since 2000 Scottish puppetry companies have presented their work to over 1,850,000 people throughout the UK. (PAS: Annual Surveys/2000-2019).

Committed to supporting and inspiring Scottish-based artists, we have an open-door policy. We are always eager to meet and support in whatever way we can the artists who work with and have a passion for the art forms we champion.

Puppet Animation Festival

A celebration of live puppetry and animation guaranteed to enthral children and the young at heart

The Metro

A testament to the enduring popularity of puppetry and animation in Scotland

The List

Our Puppet Animation Festival is the UK's largest and longest established annual performing arts event for children, celebrating its 35th anniversary in 2018. Since 2000 over 250,000 people have attended. (PAS: Puppet Animation Festival Reports/ 2000-2019).

Our children's festival is a dynamic and continually evolving partnership with local authorities, organisations and venues throughout Scotland. Every Easter over the past 36 years puppeteers have presented their work to large and enthusiastic audiences in city centre theatres, urban community and arts centres and the smallest of village halls across the nation.

The festival is the single most important annual focus for puppetry in Scotland. It maintains the professional sector through substantial employment opportunities, and it stimulates art form development by providing regular chances for Scottish puppeteers and audiences to engage with the work of leading companies from the rest of the UK.

Another valued aspect of the Puppet Animation Festival's content and offer, particularly to its rural audiences, are the diverse programmes of animated feature films and short films selections we present, which combine the occasional Hollywood blockbuster with many less well known international films, to which audiences in more geographically remote areas of Scotland have no easy access.

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MANIPULATE Festival

Dedicated to theatre at its most sensual and imaginative

The Scotsman

Every year MANIPULATE celebrates and promotes innovative and challenging Scottish and international puppetry, visual theatre and animated film to its festival audiences. Through the festival's extensive works-in-progress platforms and workshops programmes we provide meaningful development opportunities for Scottish-based artists to develop their creative and technical working practices and ambition.

MANIPULATE'S consistent success over the last decade has also helped Scottish-based theatre-makers to create and tour their work to leading international festivals throughout Europe and North America.

Since 2008 leading, award-winning companies, artists and film-makers from Argentina, Armenia, Australia, Austria, Belgium, Brazil, Canada, China, Colombia, Croatia, Cyprus, Czech Republic, England, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Israel, Italy, Japan, Latvia, Lithuania, Mexico, Moldova, New Zealand, Poland, Portugal, Russia, Scotland, South Korea, Spain, Sweden and the USA have provided the vibrant, dynamic core of a festival that entertains, intrigues and inspires.

Job title	Artistic Director & Chief Executive Officer
Employer	Puppet Animation Scotland
Location	Summerhall, 1 Summerhall Place, Edinburgh EH9 1PL
Contract	A full time, permanent post subject to the successful completion of a six months probationary period, with an intermediate assessment after three months
Salary	£37,500 pa.
Hours of work	35 hours per week. The postholder will work evenings and weekends when required. Payment of overtime is not applicable to this post. Time off in lieu is offered
Holidays	20 days per year plus 11 currently recognised bank/public holidays
Pension	This position is part of Puppet Animation Scotland's enrolment pension plan
Reporting to	The board of directors. Line manager – Chairperson of the Board of Directors

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Notice period	During the probationary period – One week. After confirmation of the post – Three months (This notice applies both to employer and employee)
References	An offer of employment is subject to the receipt of satisfactory references
Start date	The post is available from Tuesday 26 May
Important dates	<p>Closing date for submissions – Wednesday 8 April, 4.00pm. We will not accept applications after this date and time</p> <p>We will acknowledge every application. Short listed candidates will be informed by Friday 10 April, 4.00pm.</p> <p>We expect short listed candidates to be available for interviews at Summerhall, Edinburgh, on Wednesday 15 April, in the afternoon/early evening. If absolutely necessary, we will consider an alternative early evening slot during this week for an applicant.</p>

Puppet Animation Scotland is an Equal Opportunities Employer. This position will be offered to the short-listed applicant with the required skills for the post and without consideration to their race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

JOB DESCRIPTION ARTISTIC DIRECTOR & CEO

This job description describes the principal purpose and main elements of the position. It is a guide to the extent and nature of the role's main duties but is not intended to be exhaustive. The post holder is expected to work flexibly and respond positively and promptly to the changing needs and ambitions of artists, audiences, funders and the Scottish cultural community of which Puppet Animation Scotland is a proud and valued member. They may also on occasion be required to perform additional duties as operationally required outside those articulated below, and/or at the discretion of the Board of Directors.

We seek to appoint a dynamic, empathetic, experienced and entrepreneurial arts professional to lead Puppet Animation Scotland. Puppet Animation Scotland's Artistic Director & CEO is the organisation's senior corporate and administrative officer. The roles and responsibilities for this position have been articulated and approved by Puppet Animation Scotland's Board of Directors.

The Artistic Director & CEO acts as Puppet Animation Scotland's leader, decision-maker, manager and executor, being responsible to and advising its Board of Directors, articulating and driving change within the organisation, managing and motivating employees, and presiding over the organisation's day to day administration.

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The Artistic Director & CEO also acts as Puppet Animation Scotland's primary link with the wide range of national and international artists, arts and education workers, arts administrators, directors, managers, funders and other arts professionals who engage and collaborate with Puppet Animation Scotland's wide portfolio of activities, articulating and promoting passionately and imaginatively the organisation's artistic vision activities.

The Artistic Director & CEO will:

- Articulate and develop further Puppet Animation Scotland's strategic vision and its practical implementation, providing confident, imaginative, informed and supportive leadership and guidance for the organisation's Board of Directors, its staff, and all elements of the creative sectors it serves
- Conceive, develop and implement Puppet Animation Scotland's artistic vision
- Liaise closely and regularly with Puppet Animation Scotland's Board of Directors to ensure all that aspects of the organisation's aims and objectives are efficiently and effectively realised
- Plan, implement and review all short, medium and long-term strategies and activities for Puppet Animation Scotland as articulated in the organisation's current Business Plan
- Ensure that all aspects of Puppet Animation Scotland's operations – in relation to all the organisation's policies and its financial, administrative and promotional activities – operate to the highest standards and comply with all current legislation
- Seek out new creative opportunities and funding streams of all kinds for the further development and expansion of the organisation's activities consistent with its vision, aims and objectives, ensuring that appropriate resources are in place for their successful implementation and completion
- Consolidate and develop further the organisation's wide range of relationships with its various partners and collaborators throughout Scotland, as well as those in the rest of the UK and internationally
- Continue to develop further the organisation's positive relationship with Creative Scotland
- Represent the organisation with confidence, imagination and professionalism at national and international conferences, festivals and seminars and in all other public situations and contexts, acting as spokesperson for Puppet Animation Scotland's artistic vision and purpose
- Operate as a supportive, sensitive and responsive leader and line manager for Puppet Animation Scotland's staff
- Act as Puppet Animation Scotland's Treasurer, with a responsibility to ensure that all Puppet Animation Scotland's legal and financial responsibilities and obligations are discharged and reported correctly in accordance with current legislation and company law.

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PERSON SPECIFICATION

KNOWLEDGE	ESSENTIAL (E)/ DESIRABLE (D)
An in-depth appreciation of the opportunities and challenges the Scottish cultural community faces and evidence, from your previous experience, of a robust and insightful ability to articulate and advocate clear, relevant strategies and practical responses	E
A strong understanding of, and track record of, organizational and projects budgets, financial reporting, income generation and fundraising strategies	E
A strong understanding of and passionate commitment to equal opportunities and to making the arts accessible to all	E
A knowledge of and enthusiasm for puppetry, visual theatre and animated film	D
EXPERIENCE	
A dynamic, resourceful and inspiring leader and/or manager with at least three years' experience working in a significant management position within the cultural sector	E
Experience of delivering complex and demanding projects and working diplomatically with partners to do so	E
Experience of working meaningfully with or within a Regular Funded Organisation	D
SKILLS AND ABILITIES	
Highly motivated and service-oriented with outstanding interpersonal skills and a flexible attitude suited to a busy environment, with the proven ability to manage multiple priorities effectively	E
A proven ability to communicate with people from all backgrounds at an individual level and in group situations, as well as evidence of excellent networking skills	E
An ability to handle difficult or stressful situations calmly and sensitively	E
A proven track record of taking creative approaches when addressing problems and opportunities, making sound decisions after reviewing all relevant information, anticipating and planning for potential challenges and recognising the impact of your solutions on others	E
Enthusiasm for training, mentoring and support of employees	E

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An ability to work flexibly, in the evenings and at weekends as appropriate, as well as a willingness to undertake other duties as requested	E
PERSONAL QUALITIES AND ATTITUDES	
The possession of excellent interpersonal and sensitive negotiation skills	E
A commitment to continuous improvement, a strong desire to keep up to date with industry developments and current best practice, and ability to implement changes where appropriate	E
Reliability and the ability to foster high standards of engagement and delivery from Puppet Animation Scotland's small, highly professional and committed team	E
A tactful, diplomatic, empathetic, active, inspiring and responsible approach to all aspects of the position's duties and responsibilities	E
A friendly and open manner	E
A proven ability to handle a busy, multi-faceted workload with diligence, professionalism, thoroughness and grace	E
An ability to project calm and competence under pressure	E