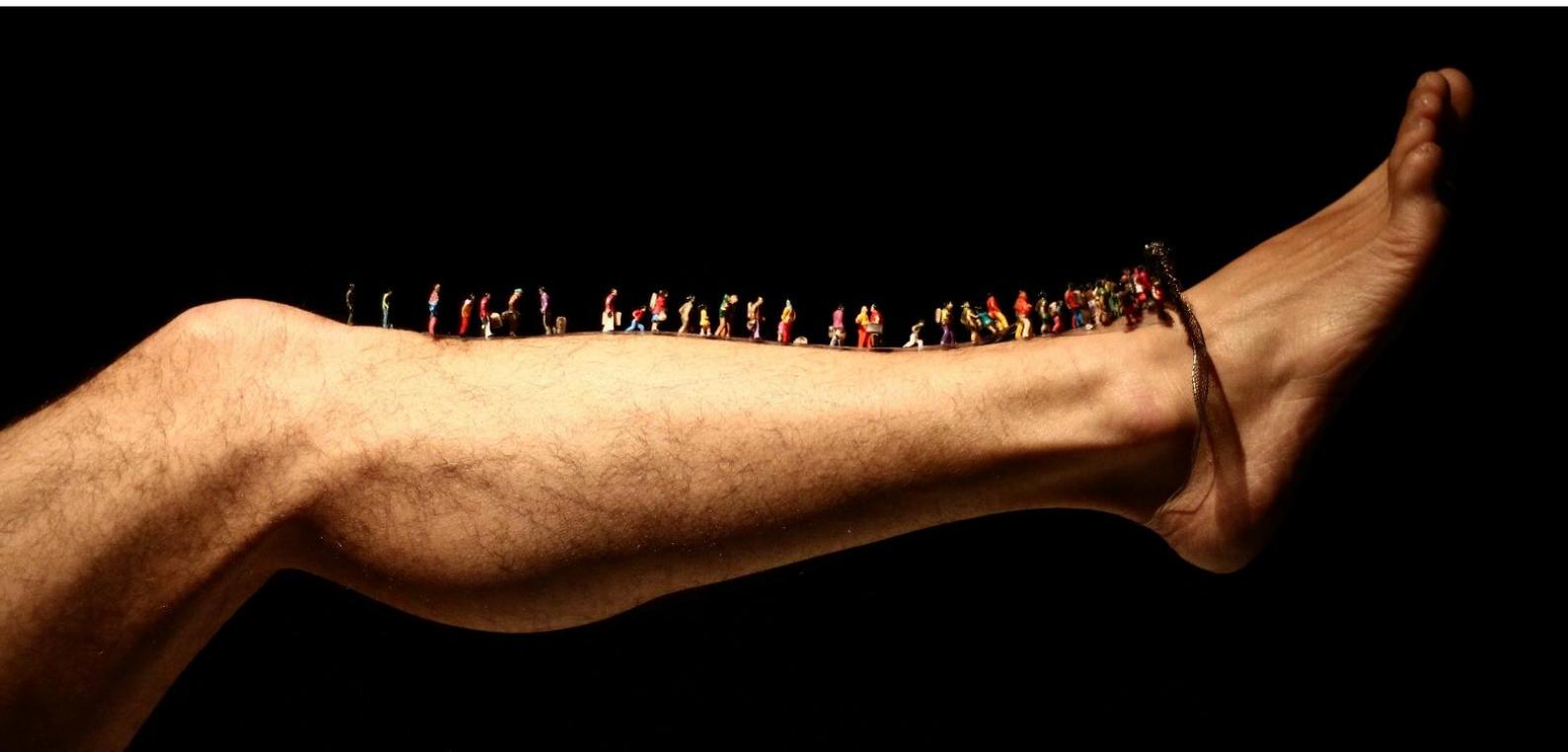




# PUPPET ANIMATION SCOTLAND

## FESTIVALS AND PROJECTS MANAGER RECRUITMENT PACK



Images from top left: *Hopeful Monsters* by Hopeful Monster (Mihaela Bodlovic), *Oskar's Amazing Adventure* by Theatre Fideri Fidera, *VOID* by V/DA and Mhz (Elly White), *Invisible Lands* by Livsmedlet Theatre (Pernilla Lindgren)

Dear Applicant,

Thanks so much for your interest in applying to the role of Festivals & Projects Manager with Puppet Animation Scotland. This pack should give you a bit more information about who we are and what we do, and about the position itself. There are also details below about the recruitment process, and about ways to further connect with our work and our team before you apply.

If after reading this pack you are keen to apply for the post, please email Heidi on the contact address below with the following:

- An up-to-date CV (no more than 3 pages) titled 'Your Name CV'
- A cover letter (no more than 2 pages) titled 'Your Name Cover Letter' detailing:
  - Your professional background, skills and experience with reference to the essential and desirable criteria in the job description below
  - Why you are interested in joining the Puppet Animation Scotland team and what you feel you could bring to the role
  - Anything else that you would like us to know
- An equalities and diversity monitoring form; please complete by following [this link](#).

Please send your application by email to: [info@puppetanimation.org](mailto:info@puppetanimation.org) with the subject line 'Festivals & Projects Manager Applicant – Your Name'. You must send in your application by **21 April at 12noon**. We'll let you know when we've received it.

Please do contact us on the email address above if you have any questions, and we really hope to hear from you soon.

With best wishes,



**Dawn Taylor**  
Artistic Director & CEO  
Puppet Animation Scotland

## Puppet Animation Scotland

Founded in 1984, Puppet Animation Scotland champions puppetry, visual theatre and animated film in Scotland and internationally. We have a commitment to develop, support and present these artforms and the artists that work in these fields. We produce the celebrated annual international festival MANIPULATE, presenting boundary-pushing visual theatre and animated film from Scotland and around the world; along with our annual festival for families, Puppet Animation Festival, which is the UK's oldest and largest annual festival for children and their families, celebrating its 38th anniversary in 2021.

Puppet Animation Scotland also provides year-round networking opportunities, funding opportunities, practical advice, support and encouragement to all artists working with puppetry, visual theatre and animated film. We promote and celebrate these art forms as valued art forms integral to Scotland's rich and diverse cultural life. Since the year 2000, Scottish puppetry companies have presented their work to over 1,850,000 people throughout the UK. We are based in Edinburgh but we have a national remit and regularly work across the length and breadth of Scotland, and beyond.



*A Wire Apart* by Paper Doll Militia (Elly White)

### MANIPULATE Festival

MANIPULATE Festival presents the very best of Scottish and international puppetry, visual theatre and animated film for adult audiences in Edinburgh and beyond. Taking place in February every year, the festival aims to engage and challenge our audiences with high-quality visually led work which pushes boundaries, plays with form and challenges perceptions.

By bringing together the very best puppetry, visual theatre and animated film from across the globe with work which has been developed here in Scotland, we aim to spark opportunities for artistic exchange and to offer our audiences a diverse palette of rich visually led work. The festival is also a great chance for artists to come together and exchange ideas and share practice.

### Puppet Animation Festival

The Puppet Animation Festival is the UK's longest running event for children and their families, celebrating its 38th anniversary in 2021. The aim of the festival is to bring accessible and quality puppetry, animated films and workshops to families in every corner of Scotland, from city centre theatres and arts spaces to volunteer-run, remote rural village halls.

We aim to reach as broad and diverse an audience as we possibly can each year, with artists travelling the length and breadth of the country, or in 2021 presenting an online programme. Since 2000 over 250,000 people have attended puppetry and film performances, and participated in workshops at Puppet Animation Festival.



*Conan and the Dragon* by Yugen Puppet Theatre (Elly White)



*Shadowbird (Snapshots)* by Mary & David Grieve (Mayanne Soret)

## Artist Development and Support

A key tenet of Puppet Animation Scotland's work is the support of independent artistic practice. We do this in a number of ways including our Creative Fund to which animators, puppeteers and visual theatre makers can apply to develop an exciting new idea or hone their skills. We also run a Puppeteer in Residence programme offering a puppeteer the chance to be embedded in the organisation and focus intensively on the development of their practice.

We also run bespoke artist development projects each year, such as a cultural exchange programme between Scotland and Pakistan in 2018, a residency at Festival Mondial des Théâtres De Marionnettes in Charleville-Mézières in 2019 and a collaboration with Festival de Castiliers between Montreal and Scotland in 2020.

## Engagement and Outreach

An area of our work that has been gradually growing over the last few years is the applied practice of these artforms in community or therapeutic settings. Puppetry and animation are incredible tools for communication, connection and engagement. Our Puppetry and Emotional Resilience programme, led by puppeteer Ailie Findlay, uses puppetry in schools to help children develop confidence in their social and emotional communication. Our linked Back to School project, aimed at helping children return to school after the Covid-19 lockdown, was nominated for the Achates Prize.

2021 will see the pilot of our AnimATE Project, engaging a community for a full day in the creation of a collaborative animated film and a collaborative prepared meal.



Emotional Resilience Project by Ailie Findlay and Puppet Animation Scotland

## What is it like to work at Puppet Animation Scotland?

Puppet Animation Scotland is a small, close-knit team working to a tight annual budget to achieve a lot. As a festival organisation, the annual calendar is relatively fixed and determines the nature of the work at each moment. In the summer months we are usually quieter, focusing on planning, strategy, admin and artist development. As Autumn progresses, we begin to get slowly busier with marketing and comms activity related to the launch of the festivals.

We usually take a good break over Christmas as the following months are busy. January/February is our MANIPULATE Festival and March/April is our Puppet Animation Festival. Some weeks during this period there can be slightly longer work hours to cover the festival dates, and we tend to take a little less annual leave during this time.

We are based out of a small office with lots of natural light at Summerhall in Edinburgh – during festivals we will usually work from there, but outside of these times we can support a balance between office work and some home working. We also work flexibly wherever we can to accommodate individual responsibilities at home. We are a very passionate and committed team, and whilst everyone has their own clear remit sometimes at busy moments we all pitch in to support each other. Some of the things that are most important to us are openness, collaboration, wellbeing and communication, and we really value the friendly and relaxed atmosphere in our team.

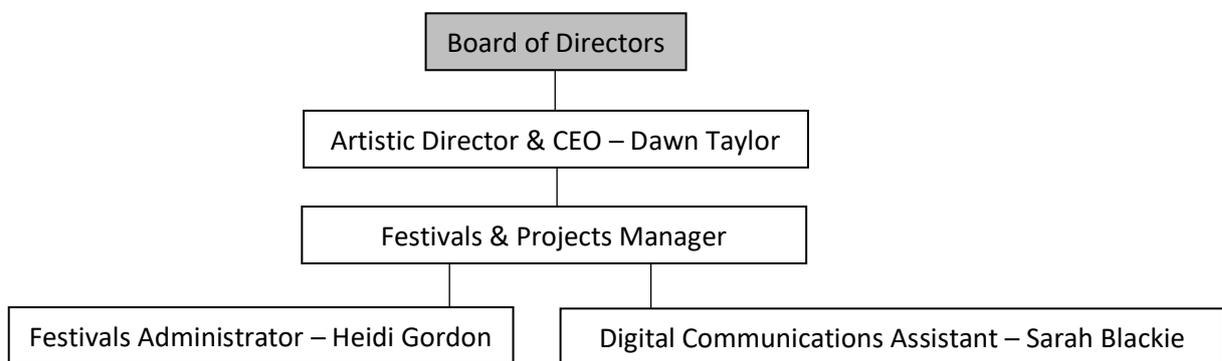
## Staff and Board of Directors



The staff team at Puppet Animation Scotland consists of two full-time, two part-time and one freelance team member. You can see who's currently on our staff team and board on the 'Who We Are' section of our website [here](#), and there is further demographic detail about the makeup of our staff and board [here](#).

Our current Artistic Director & CEO, Dawn Taylor, has been in post since August 2020, before which Simon Hart ran the organisation for over 25 years. It is therefore an exciting and pivotal moment of change for our team, against a backdrop of wider social and cultural shifts, and there will be a key role for the Festivals & Projects Manager in supporting Dawn to develop and implement strategies for change over the coming months and years.

Here is the staff structure in our organisation:



Puppeteer in Residence – Alex Bird\*

\*This role is freelance and reports to the AD & CEO

## Festivals & Projects Manager – Role Outline

**Job Title:** Festivals & Projects Manager

**Reports to:** Artistic Director

**Hours:** Full time, 35 hours per week (job share may be considered for this post)

**Contract type:** Fixed term 1 year, renews on an annual basis

**Salary Range:** £26000 - £27500

**Location:** Central Edinburgh with some home working possible\*

The Festivals and Projects Manager holds a critical role in the Puppet Animation Scotland team, with managerial, marketing and producing duties across the portfolio of our work. As it is a small organisation the role has a broad focus and requires creativity, passion, rigour, innovative thinking and attention to detail. It would suit a candidate with a background in producing and promoting creative events, and a passion for live performance or animated film. The purpose of the role is to support and work closely with the Artistic Director & CEO to deliver an exciting and successful programme of work throughout the year, and to play a key role in realising our aim to champion, develop and promote puppetry, visual theatre and animated film in Scotland.

\*The Festivals & Projects Manager may be required to spend several weeks of the year working full-time from Edinburgh and therefore should be located somewhere that is commutable from the city, however in many weeks of the year it may be possible to split time between work in the office and at home.

### Duties and Responsibilities

The Festivals & Projects Manager role is broadly split into three key areas as listed below. This list of duties is indicative rather than exhaustive:

#### Producing and Project Management

- Lead on the delivery of the organisation's annual Puppet Animation Festival, including tour booking, budget management, managing relationships with both artists and venues and leading on all logistical, financial and administrative duties
- Build and maintain relationships with an extensive network of venue and artistic partners across the country, generating new relationships and collaborations for Puppet Animation Scotland
- Work closely with the Artistic Director & CEO to deliver the organisation's annual MANIPULATE Festival, including lead producing key aspects of the programme, hiring and managing freelance staff and volunteers and overseeing the smooth running of the festival
- Manage project and festival budgets as required
- Support the Artistic Director & CEO to deliver Puppet Animation Scotland's annual cycle of artist development opportunities and projects

#### Marketing and Communications

- Collaborate on the development of marketing, branding and audience development strategies and lead the team to work to the strategies throughout the year
- Relationship management with festival media partners and press teams, ensuring cohesion with internal campaign
- Oversee and contribute to the creation of the festivals' promotional materials
- Set-up and run box office management procedures and ticket allocations
- Organise, capture and analyse audience, marketing research and other appropriate data, developing strategies and reports for the effective use of this material to inform future marketing activity
- Maintain 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

#### General Management

- Provide effective line management to the Administrator and Digital Communications Assistant, supporting their personal and professional development and the delivery of the organisation's activities and targets.
- Act as Puppet Animation Scotland's Company Secretary, attending Board Meetings and ensuring that legal responsibilities and obligations are discharged and reported correctly in accordance with current legislation

- Support the Artistic Director & CEO in realising the strategic development of the organisation, as well as its efficient financial running
- Research and production of reports, surveys, evaluations, projects monitoring, and financial documents etc, or the Board of Directors, Puppet Animation Scotland's partners and funding bodies etc, as required
- As Puppet Animation Scotland's Data Protection Officer (DPO), ensure that the policy is updated, reviewed regularly and our privacy policies are robust and transparent.

#### **Other Duties**

- Regularly attend Puppet Animation Scotland's events and activities, as well as other relevant puppetry, visual theatre and animated film performances, workshops, conferences, seminars and other events – nationally and internationally – as a confident, informed and active representative of the organisation
- Any other duties as required of the post

#### **Skills, Attributes and Experience - Essential**

- A significant passion for and understanding of the arts and the creative process
- Excellent formal and informal communication skills
- Excellent organisational, planning and time management skills, including the ability to work under pressure and to deadlines
- Excellent administrative and IT skills and experience, particularly the use of Microsoft Office, Wordpress and social networks
- Excellent interpersonal and team management skills, with an ability to foster positive relationships and create a supportive atmosphere
- Imagination, empathy, initiative and creativity
- A strong commitment to equalities and diversity, and to broadening access to the arts at every level
- At least three years appropriate experience in a significant arts-focused context, with experience of managing or producing arts projects
- Meaningful experience of marketing arts events and creating campaigns
- Team management experience, either in a formal structure or in leading teams to deliver projects

#### **Skills, Attributes and Experience - Desirable**

- Knowledge of the visual theatre, puppetry or animated film landscape in Scotland
- Experience of using Adobe Creative Suite, particularly InDesign and Photoshop
- Experience of working in a festival context
- An in-depth understanding of best practice in marketing in the arts
- Experience of working internationally or across borders
- Experience of managing rural touring
- Arts fundraising experience
- Awareness of current equal opportunities legislation and an interest in equalities, diversity and inclusion in the arts
- A valid UK driving licence



## Recruitment Process and Timeline

**Recruitment Call Announced** Mid-March

**Pre-Application Questions** Mid-March until 20 April

If you have any questions which would help you to in deciding whether to apply, or in preparing an application, please don't hesitate to email us on [info@puppetanimation.org](mailto:info@puppetanimation.org).

**Puppet Animation Festival** 5-17 April

We will aim to offer the opportunity for prospective applicants who are not already familiar with our work to watch some online performance or animation as part of Puppet Animation Festival for free. Please email us on [info@puppetanimation.org](mailto:info@puppetanimation.org) to enquire further.

**Application Deadline** 21 April at 12noon

**Interviews with Candidates** 26-30 April

Candidates will be interviewed by a panel of 2-3 including Puppet Animation Scotland's Artistic Director & CEO and a member of the Board of Directors

**Second Interviews** Early May TBC

Second interviews may be scheduled in early May if the panel require further conversations with candidates

**Candidate Selected** Early-Mid May

Subject to scheduling of second interviews

**Feedback for Unsuccessful Candidates** Throughout May

Unsuccessful candidates who were interviewed will have the chance to both give and receive feedback on the recruitment process.