

Captivate Project Officer

Freelance Post

Job Title: Captivate Project Officer

Reports to: Festivals and Project Manager

Hours: 16 hrs/2 days per week (flexible hours)

Contract type: Freelance, 6 month contract period

Day Rate: £150 pd with expenses covered

Location: Working from home/ from our offices at Summerhall or using hot desks at our partner organisations with occasional travel to community locations within Scotland required

Start date: Mid Sept 2022

We are seeking a motivated, community orientated, creative freelancer to support development, delivery and evaluation of our pilot year of a new core strand of our work at Puppet Animation Scotland. The Captivate Project Officer will work with our team at Puppet Animation Scotland and our partner venues WHALE in Edinburgh West, Cumbernauld Theatre in North Lanarkshire and Taigh Chearsabhagh in Uist, Outer Hebrides to support delivery of our programme plans in each of these communities between mid September 2022 and mid March 2023.

The tasks of this role will include:

- Liaising with partner venues and programmed artists to support delivery of projects across the communities we'll be working in including scheduling of workshops and performances, ordering materials, arranging staff and technical support
- Gathering marketing materials for venues use from artists and companies and working with our marketing manager to share project updates
- Arranging videographers and photographers to capture activity in each locality
- Attending events and projects in our partner communities to support delivery with artists and venue staff as well as collecting evaluation data from audiences and participants
- Carrying out meetings and visits with identified community organisations, schools and venues to build on existing and new connections for potential collaboration and delivery within these three communities
- Working with local venue partners and groups to identify and engage local artists, practitioners and technicians to support delivery
- Administrative duties around the project delivery including arranging travel and accommodation for visiting artists and carrying out risk assessments with support of the PAS team
- Designing and implementing evaluation practices and collating this data with the support of our PAS Administrator

Person specification - Essential skills

- Experience in and enthusiasm for delivering community arts projects
- Experience of coordinating and/or delivering artist performance events, creative workshops and engagement programmes
- Knowledge of and interest in working as part of a community led process
- Ability to work well in a team, but also able to operate independently
- Excellent communication and interpersonal skills

- Excellent organisational skills
- Ability to work to multiple ongoing projects, tasks and priorities
- Motivated, pro-active, well-organised, reliable and willing to work flexibly
- Experienced in use of Microsoft Office applications
- An interest in puppetry, visual theatre and/or animation

Person specification - Desirable skills

- A full, clean driving license and access to a car would be beneficial
- Experience of remote working and delivery of projects in dispersed communities
- Experience of working directly with puppetry, visual theatre or animation in project or event delivery previously
- Experience of working with a variety of place-based communities (rural, urban)
- Experience of working with schools
- Knowledge of Adobe Creative Suite (photoshop, adobe premiere pro)

About Captivate

Captivate is our new engagement and participation programme, which will see us work with lead venue partners in communities in the Outer Hebrides, North Lanarkshire and Edinburgh West for a period of three to five years to deliver a bespoke programme of productions, screenings, workshops and co-creation projects in the areas of puppetry, animation and visual theatre.

Captivate aims to enrich the lives of people from diverse backgrounds across Scotland, through opportunities to see and participate in puppetry, animation and visual theatre in their everyday lives, and to take pride in their local communities as places where creativity is thriving. The project will offer access to high quality arts performance and engagement opportunities that are not currently available in these communities, or have been on a limited basis, due to costs and geographical disadvantages, whilst also building and sustaining the cultural and artistic offers within these communities by working closely with locally based partner venues and organisations.

We want to open doors to puppetry, visual theatre and animation as creative practices and performances that are not only visually exciting and adaptable but accessible. Through the project we will work with organisations locally to offer opportunities for engagement with groups within that are not being catered for through traditional venue based or text led narrative offers- and showcase the power of these artforms within creative placemaking.

About the organisation

Puppet Animation Scotland champions puppetry, visual theatre and animated film in Scotland and internationally. Since 2000 Scottish puppetry companies have presented their work to over 1,700,000 people throughout the UK. (PAS: Annual Surveys/2000-2017)

Puppet Animation Scotland – www.puppetanimation.org - is a Creative Scotland regularly funded organisation. Through our portfolio of festivals – the manipulate Visual Theatre Festival (www.manipulatefestival.org) and the Puppet Animation Festival (www.puppetanimationfestival.org) as well as year-round support schemes, we foster creativity, innovation and excellence throughout Scotland’s professional puppetry and animation communities.

We also offer skills and career development opportunities for aspiring and early-career practitioners.

To apply for this role, please email Heidi by **5pm on Friday 19th August 2022** on info@puppetanimation.org with the following:

- An up-to-date CV (no more than 2 pages) titled 'Your Name CV'
- A covering email detailing:
 - Your experience and knowledge as relevant to the role
 - Why you are interested in the role in terms of your own career ambitions
 - Anything else that you would like us to know
- An equalities and diversity monitoring form; please complete by following [this link](#).