

## **DEVELOPMENT / TOURING OFFICER ROLE | PERSON SPECIFICATION**



**Earthfall is seeking a new member of staff to join the core team.  
For further information about Earthfall, please visit the website  
[www.earthfall.org.uk](http://www.earthfall.org.uk)**

Earthfall enters its 25<sup>th</sup> year of activity in 2014/15 and is seeking a creative thinking Development / Touring Officer to join the producing team. In 2015, the company will be producing a new mid-scale work, which will tour the UK (including a London season), with potential mainland European touring.

The core team comprises of two Artistic Directors, General Manager/Producer, Marketing and Communications Officer, Development/Touring Officer and Education Officer.

### **ROLE OUTLINE:**

1. Research alternative funding strands on behalf of the company, including both statutory and trust/foundations
2. Draft funding applications on behalf of the company, working with the core team
3. Support the General Manager in Tour Booking and General Management / Production, including some budgeting and finance
4. Provide administrative support to the General Manager around a capital development partnership
5. Supporting the General Manager on the development and authoring of the review of the company business plan on an annual basis
6. Attend and represent the company at both performances and events/meetings
7. Preparing a report for the Board of Trustees on a regular basis
8. Provide support to the Board of Trustees, including attendance and minute taking at Board meetings.

Earthfall works with a flat management structure and you will be required to undertake other reasonable tasks and responsibilities as defined by the General Manager and to work as part of a team in supporting other colleagues when operational demands require.

### **HOURS:**

The core working hours are 0930 – 1800 (inc 1 hour lunch break) each day. TOIL will be given for hours worked outside of normal hours by mutual arrangement. Earthfall are a company who regularly work outside of normal working hours and you will be required to work flexible hours when operational demands require. The working week totals 37.5 hours per week. 4 weeks (20 days) leave is provided per year, along with statutory bank holidays.

**START DATE:** February 2015

**REMUNERATION:** £19,200. Travel and subsistence rates are paid in accordance with the EQUITY/ITC Agreement

**TERMS AND CONDITIONS OF EMPLOYMENT:** In line with EQUITY/ITC Agreement & Earthfall policies.

**COMPANY BASE:** You will be based at the company's offices at Chapter, Market Road, Cardiff. The role provides opportunities for travel (both UK and international). A full UK driving license is desirable. You must be a EU citizen, or have already received permission to work in the UK/EU.

**PERSON SPECIFICATION:**

	Essential	Desirable
Educated to degree level with relevant arts management degree, or proven professional experience in an arts organisation	X	
Team and collaborative working / creative thinker	X	
Knowledge and understanding of budgeting and financial projections	X	
Proven success in authoring / submitting funding application to statutory bodies & trusts/foundations		X
Excellent written and verbal communication skills – including negotiation	X	
Good knowledge of UK arts scene	X	
Experienced in report writing and minute taking		X
Average / advanced user of MS Word and Excel	X	
Experience of using social media		X
A full UK driving licence		X
Ability to communicate in Welsh		X
Good networking skills		X
Networked with venues and funders within wales and the rest of the UK/Europe		X
Experience of engaging with corporate programmes		X
Planning and logistics		X

**HOW TO APPLY**

Please send a full CV and a covering letter by email only, outlining your reasons for wanting to work with Earthfall, along with your professional experience and how it relates to the role, to: [jobs@earthfall.org.uk](mailto:jobs@earthfall.org.uk). Please put the title **DEVELOPMENT OFFICER** in the subject line. Due to the Christmas season and holidays, we will be unable to acknowledge receipt of applications until after the deadline.

CV's and accompanying letters must be received by noon on Monday 5<sup>th</sup> January 2015. Interviews will be held in Cardiff w/c 12 January 2015 and in your covering letter, please let us know your availability for interview during that week.

Earthfall is publicly funded via a revenue grant from the Arts Council of Wales. Earthfall is a member of the Independent Theatre Council and Dance UK and is an EQUITY/ITC Approved Ethical Manager.