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| **Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| Qualifications and Education | Educated to degree level or equivalent level of work experience in a directly relevant subject area. |  | Application |
| Experience and knowledge | A very high level of understanding of and significant experience of project and event management in the culture OR, commercial sector.High level understanding and experience of creating and delivering high quality arts and culture projects and events. Up-to-date knowledge of arts and culture sector including policy, strategies, funding regimes, local government agendas.Experience of working with and supporting artists.Experience and knowledge of delivering events safely.Experience of generating new creative ideas for projects and making them happen. Experience of supporting fundraising and bid writing and successfully raising funds.Experience of budget management.Experience of partnership/stakeholder/funder management and partnership working.Experience of managing people. | Experience of reporting to a board.Experience and knowledge of PR, marketing and social media, how best to use it to engage a wide demographic of audiences, stakeholders and partnersExperience of creating and implementing marketing and engagement strategies. | Application and Interview |
| Skills | Excellent communication skillsExcellent written skillsIT savvyExcellent ability to collect, collate and evaluate projects   |  | Application and Interview |
| Attitude | A commitment to taking action to improve the diversity and inclusivity of the organisation.Demonstrable commitment to the mission and values of the organisation.Creative thinker.Open to change.Organised.Collaborative.Enjoys a fast-paced environment.Enjoys working with a wide range of people. |  | Interview |