

Associate Artist: Creative Engagement Coordinator
Person Specification
Recruitment: April 2019



Category	Essential Requirements	Desirable Requirements	Tested by
Work Experience	<p>Clear evidence of working as a performing arts / theatre practitioner.</p> <p>Clear evidence of prior work experience involving teaching and/or facilitating creative and/or learning sessions.</p>	Experience of working alongside people with learning disabilities.	<p>Application form</p> <p>Interview</p> <p>Employer references</p>
Education & Qualifications	No specific qualifications are essential, but candidates must be able to communicate effectively and have necessary expertise to meet the responsibilities connected with the post.	<p>First Aid at Work qualification.</p> <p>Arts Award Adviser qualification.</p>	<p>Application form</p> <p>Employer references</p> <p>Qualification certificates</p>
Skills and Knowledge	<p>A specialist theatre skill or skills.</p> <p>Excellent communication, listening and interpersonal skills.</p> <p>Good evaluation and analytical skills.</p> <p>Project management – seeing a project from devising through to delivery and evaluation.</p>	<p>Flexible skills with ability to teach a range of skills and styles.</p> <p>Presentation skills.</p> <p>Ability to create reports.</p>	<p>Application form</p> <p>Interview, including practical exercises as appropriate</p> <p>Employer references</p> <p>Qualification certificates</p>
ITC and Admin Skills	<p>Excellent organisational skills.</p> <p>Clear evidence of planning and coordinating projects.</p>	Experience of working with Apple Mac computers.	<p>Application form</p> <p>Employer references</p>

	Good computer and IT skills, including knowledge of Microsoft Office software.	Experience of compiling evidence to meet Arts Award or equivalent accreditation requirements. Experience of compiling Risk Assessments.	Practical exercise as part of interview
Access & Diversity	Commitment to equal opportunities and to promoting an environment of mutual respect. Understanding of sensitivities required to work with disadvantaged individuals and groups.	Experience of working alongside people with disabilities. Experience of tackling social exclusion issues experienced by disadvantaged groups.	Application form Interview
Attitude & Disposition	Ability to work under own initiative, and to deadlines. Flexible approach and willing to undergo training as necessary. Honest and trustworthy. Positive and diplomatic – able to act as an ambassador for the company when dealing with outside agencies.		Interview Employer references
Other	Legally able to work in the UK		Passport or other relevant documentary permit / evidence.