



Curious School of Puppetry

www.curiouspuppetry.com

Freelance Producer (Development)

Fee: £11,400 (equivalent to 76 days at £150/day pro rata £30k pa)

Contract period: 1st October 2019 – 29th May 2020 (8-month fixed term)

Contract terms: Freelance equivalent to approx. 2 – 3 days/week (though flexible working will be needed)

Brief

Purpose:

Established in 2015 Curious School of Puppetry promotes the emergence of new puppetry talent and excellence across the UK through highly vocational training programmes and workshops, and through supporting creation of new work by the Still Curious alumni network. CSP is looking for a Development professional to support Artistic Director Sarah Wright to build on the success of 4 years of CSP delivery to consolidate the company and ensure its long-term sustainability.

This new position will build the growing internationally recognised CSP brand, use CSP's newly achieved Charitable status to identify and secure resources to increase access to the school, enable greater diversity of people engaging in puppetry training and support the growing alumni network Still Curious in gaining access to industry.

Service outcomes:

With the AD and board of Trustees the role will support the growth of CSP by:

- Seeking resources to establish the financial sustainability of CSP
- Developing programmes to promote access to puppetry training and industry for aspiring and professional puppeteers
- Marketing and communication initiatives

Contract Specification

Definition of Services- including and not exclusively:

A. Support the AD to establish and grow the financial sustainability of CSP

- Devise and implement a fundraising strategy, with support and agreement from trustees and the advisory board, using significant Development expertise across the different fundraising sectors, including Trusts and Foundations, statutory and Individual giving
- Identify and cultivate individuals, and identify new routes, bespoke ideas, channels and audiences to promote other ways of giving amongst existing and new donors
- Launch the newly established Charity to build CSP awareness and cultivate donors.
- Develop the newly reconstituted company structure; establishing revised trustee roles and governance structures.

- Initiate application to Trusts and Foundations and statutory bodies for bursary support for the 7-week school, access programmes and professional development.
- Steward existing funders of CSP to an excellent standard, ensuring optimum opportunities for further future funding, including the timely submission of evaluation reports and the adherence to other grant criteria

B. Support the AD in Programme development

- Develop access and professional development projects with the AD to enable greater diversity of people to engage with puppetry training (Get Curious) and promote professional development / industry access (Still Curious).
- Establish new partnerships and networks across puppetry sector, film and TV and live performance sectors and marketing.
- Project manage and produce a trial online teaching module with partners.
- Oversee online video trial evaluation and with AD identify development strategy and insights from the test to apply to reaching a broader audience, particularly D/deaf and disabled participants in the future.

C. Lead Communications and evaluation

- Develop the identity and brand of CSP through web site optimisation, developing a strong social media presence of CSP and represent and advocate for CSP at meetings and events as appropriate/ required.
- Support Still Curious network communications.
- Produce verbal and written reports for all activity as required.
- Gather Quantitative and Qualitative data from participants of school, projects and taster-days and with partner organisations before during and after project.

Role specification:

Experience

- Proven track record of successful fundraising from trusts and foundations, statutory funders and private donors as well as Arts funders.
- Evidence of partnership building and entrepreneurial experience
- Demonstrable Experience of project managing performing arts/ Puppetry work and/or training
- A proven self-starter, able to take the initiative and make decisions
- Experience managing budgets at the small to mid-scale.

Ideally you will have experience in the Puppetry sector and performing arts training/ professional development.

Skills and Abilities

- Detailed knowledge and insights into the current and emerging trends across the fundraising landscape
- Ability to plan and deliver projects on budget and on time.
- Evidence of making the most of teams, ability to bring people together in a constructive and collaborative way.
- Proven excellent organisational ability
- Strong oral and written communication skills
- Ability to write succinctly and persuasively.
- Marketing knowledge and experience particularly relating to audience development
- Digitally literate
- Evidence of meeting deadlines and prioritisation

- Ability to build strong relationships both internally and externally.
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity, representation and access

HOW TO APPLY

We are particularly interested in receiving applications from people from diverse backgrounds, including BAME applicants.

Please provide a CV and covering letter, detailing why you are suitable for the role and what you will bring to it and complete the below monitoring form (for reporting purposes only) Email to: teo@curiouspuppetry.com

Deadline for application: 5pm on Thursday 19th September 2019

We will invite shortlisted candidates to attend a meeting with the Artistic Director and Development Director on Thursday 26th September 2019

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AGE:

- | | | | |
|----------------------------------|----------------------------------|--|----------------------------------|
| <input type="checkbox"/> 0 - 7 | <input type="checkbox"/> 8 - 11 | <input type="checkbox"/> 12 - 16 | <input type="checkbox"/> 17 - 18 |
| <input type="checkbox"/> 19 - 24 | <input type="checkbox"/> 25 - 34 | <input type="checkbox"/> 35 - 49 | <input type="checkbox"/> 50 - 64 |
| <input type="checkbox"/> 65 - 79 | <input type="checkbox"/> 80 + | <input type="checkbox"/> Prefer not to say | |

GENDER:

-
- Female
-
-
- Transgender
-
-
- Prefer not to say

-
- Male
-
-
- Other

SEXUAL ORIENTATION:

-
- Gay
-
-
- Bi-Sexual
-
-
- Other

-
- Lesbian
-
-
- Heterosexual
-
-
- Prefer not to say

ETHNIC ORIGIN:Asian or Asian British

-
- Bangladeshi
-
-
- Chinese
-
-
- Indian
-
-
- Pakistani
-
-
- Other (please state)
-
- _____

Black or Black British

-
- African
-
-
- Caribbean
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-
- Other (please state)
-
- _____

White or White British

-
- British
-
-
- Irish
-
-
- Other (please state)
-
- _____

Mixed Background

-
- White and Asian
-
-
- White and Black African
-
-
- White and Black Caribbean
-
-
- Other (please state)
-
- _____

Other Ethnic Group

-
- Latin American
-
-
- Other (please state)
-
- _____

-
- Prefer not to say

DISABILITY:

'The Equality Act describes a disabled person as anyone with 'a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities'.

Would you consider yourself disabled? Yes No Prefer not to say

If you consider yourself disabled, are you:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Physically disabled | <input type="checkbox"/> Learning disabled | <input type="checkbox"/> Someone with a hidden impairment | <input type="checkbox"/> Long term health condition |
| <input type="checkbox"/> Deaf or hard of hearing | <input type="checkbox"/> Blind or partially sighted | <input type="checkbox"/> Someone with a mental health issue | <input type="checkbox"/> Prefer not to say |

LOCATION:

- | | |
|---|---|
| <input type="checkbox"/> London | <input type="checkbox"/> North East |
| <input type="checkbox"/> South East | <input type="checkbox"/> North West |
| <input type="checkbox"/> South West | <input type="checkbox"/> Scotland |
| <input type="checkbox"/> East | <input type="checkbox"/> Wales |
| <input type="checkbox"/> East Midlands | <input type="checkbox"/> Northern Ireland |
| <input type="checkbox"/> West Midlands | <input type="checkbox"/> Other (please state) |
| <input type="checkbox"/> Yorkshire/N.Linc | _____ |

Postcode: _____
Used for statistics & reporting purposes only

London residents only:

Borough: _____

STAFF USE ONLY:

-
- Staff
-
- Artist
-
- Participant
-
- Audience