



Quarantine was formed in 1998 by artists Simon Banham, Richard Gregory and Renny O'Shea. We make theatre, performance and other public events out of the everyday stuff of real people's lives. Quarantine has developed a distinct methodology with a clear aesthetic, establishing a unique and radical way of working and engaging with contemporary life. The work is made out of lengthy and intimate research with its performers, collaborating both with experts and people who have never done anything like this before....

¶ *Quarantine is quite simply a marvel, a company that's right at the forefront of British theatre... immensely touching, totally human yet also intellectually rigorous in their examination of the nature of performance and the raising of questions about what makes theatre seem real and reality so strongly theatrical.*

- LYN GARDNER, THE GUARDIAN ¶

We've made 23 original pieces of varying scale. There have been family parties, shared meals and cookery lessons; karaoke booths, radio broadcasts and journeys in the dark for one person at a time - as well as performances on stage for audiences in seats. Although the form varies, the work has an identifiable set of contradictory qualities that somehow coalesce – fragile, clumsy, intimate, beautiful, banal. The approach embraces ambiguity, serious intentions and doubt - and is driven by asking questions.

We work across the UK and internationally. Recent touring includes: Festival de Otoño en Primavera, Madrid; Festival a/d Werf, Utrecht; Sadler's Wells, London; Noorderzon Performing Arts Festival, Groningen; Auawirleben, Bern; Norfolk & Norwich Festival, Norwich; Theater Spektakel, Zurich; Heimspiel, Cologne; HAU, Berlin; CAMPO, Gent; Kilkenny Arts Festival, Kilkenny; Royal Exchange Theatre, Manchester; Manchester Art Gallery, Manchester; Oldham Library; Ordsall Hall, Salford; Fierce Festival, Birmingham; Barbican Arts Centre & BAC, London.

Current and future projects include: **Summer. Autumn. Winter. Spring.**, an epic quartet about the human life cycle and our relationship with change, developed between 2014 and 2016; **Between us, we know everything...**, a live exchange and digital map of knowledge; **The Soldier's Song**, a karaoke video booth which invites a duet with a British soldier; **Susan & Darren**, an event with dancing with dancer Darren Pritchard and his mum Susan, taking the form of a never-ending party; **Entitled** – in some senses, a show that never happens, taking the form of a get-in and get-out, focusing on theatre technicians; **No such thing**, a monthly event where we buy curry in exchange for conversation; **Graft**, a new iteration of our artists knowledge transfer project - a week-long residency for artists with significant track-records; new work developed by **Associate Artists**; and **Curating the space**, a year-long project in 2017 exploring ideas about generosity. We plan to create a livable site in Manchester for diverse work that has an active and direct relationship with the city we work in and its people.

For more information about our work, see qtine.com



Supported using public funding by

**ARTS COUNCIL
ENGLAND**



APPLICATION DETAILS

If you would like to apply for the role of **Communications Manager**, please read the following Role Description and Person Specification and send us:

1. A covering letter (no more than 2 sides of A4), detailing how your previous experience, skills and abilities mean you can effectively undertake the role as described in the Role Description, and meet the criteria in the Person Specification.
2. Your current, relevant CV.
3. A completed Equalities Monitoring form.

Please send these by e-mail as separate documents, to info@qtine.com, by: **5pm, Thursday 18 September 2014.**

If we short-list you for an interview, you will be notified by 5pm, Wednesday 24 September, by phone or e-mail. **Interviews will take place on Thursday 2 October 2014 in Salford or Manchester.** We will notify all unsuccessful applicants by e-mail, but unfortunately it may not be possible to provide feedback.

Ideal start date: early to mid-November 2014, but flexible/to be discussed.

Quarantine is an Equal Opportunities employer; however, our current office is not fully accessible – it is in an old mill building and there are 2 flights of stairs.

Should you require any further information, or for an informal chat, please contact our office on 0161 830 7318 and speak to Ali Dunican, General Manager/Producer. No agencies please.



COMMUNICATIONS MANAGER

Role description

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|-----------------------------|---|
| Role Title: | Communications Manager |
| Responsible to: | General Manager/Producer |
| Salary/fees: | £27,000 p.a. pro-rata or equivalent freelance |
| Hours: | Part-time – 3 days per week Flexible working may be possible There may be evening and weekend work No overtime is paid, but time off in lieu may be taken |
| Start date/duration: | Early to mid-November 2014 ideally; Fixed term until March 2016 in the first instance; potentially renewable |
| Place of work: | Normally at Quarantine's office, Islington Mill, Salford You may also choose to work in other locations, as appropriate (for example from home) From time to time, you may also be asked to undertake activities in other locations in the UK and abroad. |
| Holiday entitlement: | 25 days per annum (plus bank holidays) – pro-rata |
| Notice period: | 1 month |
| Probationary period: | 3 months |

Summary

The Communications Manager will be a key member of Quarantine's team, hands-on in the day-to-day development and delivery of strategies to ensure Quarantine's work is widely shared. The post requires close collaboration and an effective working relationship with the General Manager/Producer and the Artistic Directors.



ROLE DESCRIPTION

Communications Strategy planning and delivery

To lead on developing and delivering a strategy/strategies for marketing, communications and audience/stakeholder development in collaboration with the General Manager/ Producer and Artistic Directors.

To lead on the continuing creative development and maintenance of Quarantine's website and other electronic media, working with the Artistic Directors, Designer and General Manager/Producer, to develop appropriate means both to communicate about Quarantine and our work and potentially as virtual spaces for creative projects.

Marketing

To deliver generic and project based communications/marketing support in accordance with the overall strategy, including:

- Writing engaging copy and developing or commissioning other media/content (e.g. video, audio, images) for the website, blogs, news items and social media to communicate with Quarantine's audiences/stakeholders
- Managing the delivery of social media activity across Quarantine's website, Twitter, Facebook, Vimeo, and YouTube, Tumblr, Pinterest etc
- Liaising with external partners to coordinate marketing for touring works and events as required
- Managing design, print production & distribution processes, in liaison with graphic designers where appropriate
- Producing regular e-mail newsletters/bulletins to subscribers, and any other specialist communications

Coordinating and communicating box office and FOH requirements with partner venues and internal team for all touring works and events



Media

To research, develop and manage relationships with media contacts including bloggers, ensuring an up-to-date media contacts database, in conjunction with any freelance media consultants/ staff

To support the delivery of media campaigns as required, in conjunction with any freelance media consultants/ staff

To maintain a printed and digital media cuttings archive

Audience/Stakeholder Engagement and Development

To contribute to understanding and developing audiences/stakeholders for Quarantine's work.

To lead on finding relevant ways to communicate with and recruit potential collaborators or participants for project activities or research.

To work with the General Manager/ Producer in developing and communicating with a list of key influencers, peers and potential partners

Sales/ Income Generation

To support the development of relationships and opportunities for collaboration with partners, venues and festivals in the UK and abroad, in conjunction with the General Manager/Producer and Artistic Directors, through the development of appropriate sales and communications materials and information.

Finance

To manage annual (communications/marketing) budgets and any appropriate project budget lines relating to marketing, communications and audience development.

Advocacy

To represent the organisation at meetings/networks/other relevant platforms, and effectively communicate its aims, values and activities.

With the Artistic Directors and General Manager/Producer, to share in developing and managing relationships with peers, other arts organisations and other promotional partners

To represent the organisation to current and existing partners, when developing or delivering project activities



Documentation & Evaluation

To facilitate the recording and documentation of Quarantine's work/project activities

To contribute to the management of Quarantine's Media Bank

To contribute to the development and implementation of the company's Evaluation Framework, and to assist the General Manager/Producer in delivering strategies to collect feedback and evaluation; and analysis of this information to gain insight into the value and impact of Quarantine's work

To support the General Manager/Producer in the provision of reports, information etc for the Board or for funding bodies to deadlines, where needed

Communications (internal)

With the rest of the team, to support and contribute to regular planning and sharing meetings and other methods of internal communication.

Personnel & Training

Where agreed, to manage and support volunteers and interns.

To be willing to take part in any training or professional development that might enhance or develop you in your role and therefore the work of the company.

General

To work with the staff team and Board to support and deliver Quarantine's strategic and artistic vision

To ensure that all marketing strategies are clearly communicated to Quarantine's team

To adhere to company finance systems

To share responsibility for general office systems and upkeep with the rest of the team

To read, adhere to and contribute to the development and practical implementation of all the company's policies and procedures

To undertake any other duties as reasonably required by the General Manager/Producer, Chief Executive or Board



PERSON SPECIFICATION

Essential

Experience

Arts/cultural sector marketing experience – minimum of 2 years

Demonstrable experience in developing and delivering successful communications, marketing & audience engagement strategies

Experience of digital communications and marketing

Knowledge, Skills & Ability

Excellent written and verbal communication skills, including the ability to write for and speak to a range of audiences, and accuracy in communication

Ability to write engaging, effective and accurate copy

Strong aesthetic sensibility and eye for detail

Ability to use digital tools relevant to marketing and communications, e.g. WordPress, digital analytical tools, social media in a professional context

Excellent organisation and administration skills

Knowledge of and interest in contemporary performance

Understanding of evaluation mechanisms

Computer literacy in Microsoft Office software – Word, Excel, Outlook (on Mac)

Ability to work across a range of projects concurrently and to prioritise workload effectively to meet deadlines

Ability to work as part of a team, contributing specialist skills, and supporting colleagues appropriately with a cooperative outlook

Ability to work on own initiative and unsupervised

Friendly, open manner

An understanding of the key issues and new developments in arts marketing in the UK

Demonstrate a commitment to equality of opportunity



Desirable

Experience

Arts/cultural sector marketing management experience

Knowledge, Skills & Ability

Working knowledge of digital media tools, e.g. Photoshop, Final Cut Pro

Knowledge of Quarantine

Education/Qualifications

Recognised qualification or equivalent substantial experience in arts marketing