

Quarantine



COMMUNICATIONS & DEVELOPMENT MANAGER **Recruitment Information**

ABOUT QUARANTINE

Quarantine is one of the UK's leading contemporary theatre companies. We make theatre, performance and other public events that engage directly with contemporary life and society. We work with a shifting constellation of collaborators - with highly skilled artists and performers and with people who have never done anything like this before..

“It just reminds us, in the most potent way possible, that behind every face we pass in the street there beats a life of infinite complexity. In other words, it makes us see others afresh, with a new intensity, humanity & respect & you can't ask much more from theatre than that.”

Joyce McMillan, *The Scotsman*, on Quarantine's first production, SEE-SAW

Formed in 1998 by award-winning artists Simon Banham, Richard Gregory and Renny O'Shea, Quarantine is a small, independent, artist-led, highly efficient organisation. We began in a spare bedroom in Manchester, and later worked out of Islington Mill, Salford for almost 10 years, before moving to our current office in Manchester city centre. Much of our work begins life in Manchester, often in partnership with cultural organisations such as Contact, HOME, The Royal Exchange, Chinese Arts Centre and Islington Mill.

Our work is presented at leading contemporary arts festivals and venues nationally and internationally - recently at Gothenburg Dance & Theatre Festival; PuSh Festival, Vancouver; Festival de Otoño en Primavera, Madrid; Juncture Dance, Leeds; Sadler's Wells, London - and at everyday locations including cafés, libraries and the platform of a train station. We are simultaneously hyper-local and international - we keep our eyes on the world and our feet firmly on the ground in the North West of England.

Quarantine are Associate Company at HOME, Manchester and Associate Artists at Lancaster Arts. We were Creative Researchers at Tate Modern (2013/14), Fellows in Theatre at the University of Manchester (2004-6), and won Arts Council England's art05 Award for Outstanding Achievement.

Our team includes co-Artistic Directors, Richard Gregory (who is also CEO) and Renny O'Shea; Designer/scenographer, Simon Banham; Executive Director, Ali Dunican; Production Manager, Greg Akehurst; Finance Manager, Fran Healey; and ensemble members, Kate Daley, Sarah Hunter and Lisa Mattocks. Our Board currently comprises eight people.

Quarantine is an Arts Council England National Portfolio Organisation until March 2022. Quarantine is a limited company (3662113) and registered charity (1100469).

WORKING TOWARDS AN ENSEMBLE

Since mid 2016, we have been making a bold shift in the way the organisation works, putting art firmly at the centre by moving towards working as an 'ensemble'. Our aim is to introduce a number of artist-producers with hybrid skills into the core of the organisation in order to enhance delivery of existing projects and develop new ideas and work.

Our vision is that this will enable us to:

- increase our capacity to deliver existing and new work, and thereby increase our sustainability
- develop a shared language and approach to working and share responsibility for initiating and leading projects
- create more fertile circumstances for new work to develop
- have the ability to be more spontaneous, respond more immediately to ideas and opportunities and, conversely, to be able to develop work slowly and gradually over a longer term
- contribute to Quarantine's legacy and development of potential creative and producing leadership skills for the company in the long-term future.

We aim to raise our profile, sustain and develop relationships and enable consistent and effective membership with a range of people/stakeholders.

A NEW ROLE: COMMUNICATIONS AND DEVELOPMENT MANAGER

The Communications & Development Manager will play a critical role in achieving our vision by working as a key member of the ensemble. We are looking for someone who is unafraid of change and who can be assertive and flexible in equal measure. They will both lead on and deliver, and support others to deliver, the Fundraising Plan and the Communications Plan, demonstrating exceptional and imaginative leadership.

Working closely with the Executive Director and Artistic Directors, the Communications & Development Manager will develop Quarantine's Fundraising Plan with an entrepreneurial approach to increasing income from trusts and foundations, corporate partners, individual and public funders. The role will have responsibility for all communications functions, with a view to increasing access to the work for a range of people, as well as increasing Quarantine's visibility and profile, both nationally and internationally.

This is an exciting role in a forward-thinking, life-friendly organisation with a track record in producing high quality, ideas-driven, questioning work that asks what it means to live right now. We are an organisation that values the whole team's contribution.

We enact our values through our collective behaviour, through the work that we make and through who we engage with. We welcome applications from people of all backgrounds but particularly those from BAME backgrounds, as they are under-represented within our team. We are committed to equal opportunities for all irrespective of age, socio-economic background, ethnicity, faith, gender, sexual orientation, disability, or health status, including those with dependents and those who may have had unconventional career paths.

OTHER INFORMATION

Responsible to: Executive Director

Status: Part-time or full-time (depending on level of experience and current commitments), for 12 months initially, but with potential to renew. Could be salaried* or freelance, depending on how the role is fulfilled.

Start date: As soon as possible, ideally by the beginning of March 2018.

Location: Quarantine's office is in central Manchester, near Shudehill Interchange. Occasional work off-site in the UK and internationally.

Salary/fee: in the region of £24k-£28k depending on experience.

Eligibility: applicants must have legal permission to work in the UK.

**Holiday entitlement:* 25 days per year (pro-rata) in addition to bank and public holidays. Additionally, the office may be closed on the days between Christmas and New Year at the discretion of the Executive Director.

**Pension:* workplace pension scheme is in place.

Probation period: 3 months.

Notice period: 1 month during probation period; 2 months after.

** some information only relevant if a contract of employment is entered into.*

ROLE DESCRIPTION

Advocacy

- To advocate for Quarantine and our work in person and through all communication methods and materials
- To describe the company's ethos enacted through the work, and to communicate about the work to a range of people
- To lead on and collaborate with others on copy writing and telling the story of Quarantine

Fundraising Plan

- To re-develop and deliver Quarantine's fundraising plan, in order to build a range of relationships and meet fundraising income targets
- To lead on maintaining and developing relevant relationships with trusts and foundations
- To lead on maintaining and developing appropriate business relationships
- To lead on developing new relationships with individuals, including through trialing individual membership or crowdfunding campaigns, where appropriate
- To lead on cultivating new and maintaining existing relationships through events

Research

- To carry out research in order to develop and implement strategies: e.g. to understand philanthropic giving in the UK; new theories and methods of communication etc
- To design, commission, supervise and carry out appropriate market research to inform strategies

Information Management

- Jointly led with another member of our team, to research and implement a new CRM system across the organisation in order to document relationships and communicate effectively with a range of people

Meet the Neighbours

- To act as Communications Coordinator for a Creative Europe funded project: *Meet the Neighbours*, where Quarantine is the lead partner, with partners in France, Poland, Netherlands & Morocco. This includes overseeing the development of a project website and other communication materials, ensuring branding and crediting, development and delivery of a media campaign and collating research

Communications Plan

- To re-develop and deliver Quarantine's Communications Plan
- To engage and communicate the activities of the organisation to a wide range of people – existing and potential audiences, participants, collaborators, artists, funders, donors, promoters, partners and other stakeholders

Project Campaigns

- To develop and deliver project communications plans
- To liaise and collaborate with partners to coordinate marketing and communications activities for touring/presentations of Quarantine's work
- To develop and contribute to collaborative marketing activity with partners with complementary objectives

Media

- To develop and increase the organisation's press and media coverage through the development of media relationships and delivery of holistic and project specific media campaigns

Profile

- To increase the profile of the organisation nationally and internationally, using a range of methods and platforms
- To ensure consistency of the organisation's brand in all areas of communication and development activities

Production of materials and assets

- To work with photographers/designers/printers/media professionals to develop communications and development materials and assets which are accessible and of a high standard, including:
 - printed materials such as print for touring, and sales materials
 - e-fliers, avatars, trailer videos and other media content and emerging technologies
- to coordinate the development of a new website, new portfolio and other materials, alongside other activities to mark Quarantine's 20th birthday in 2018

Website & digital

- To ensure the website is dynamic and engaging, telling the story of Quarantine, and to take responsibility for content and technical updates
- To increase and maintain an energetic social media presence, alongside other members of the organisation

Documentation

- To coordinate documentation of the organisation's activities through photography, video and other methods; and to manage storage of these through print archive, media bank etc

Monitoring and evaluation

- To monitor and evaluate the effectiveness of the Communications Plan and Fundraising Plan to ensure these activities are achieving their aims
- To contribute to the organisation's overall evaluation framework
- To contribute to monitoring and evaluation in line with Arts Council England's conditions of funding, recording data regularly, and engaging with Audience Finder, Show Stats etc

Financial

- To deliver the Communications Plan within an agreed budget
- To deliver the Fundraising Plan within an agreed budget
- To strive to meet financial targets set within the Fundraising Plan

Other

- To undertake training, where appropriate, in order to meet the aims and objectives of the organisation's Business Plan
- To occasionally supervise freelance staff, volunteers or interns
- To contribute to the strategic planning and development of the organisation, especially around income generation through fundraising
- To operate in accordance with the organisation's policies on Employment, Health and Safety, Equal Opportunities, and other legal requirements and organisational practices, policies and procedures
- To carry out any other duties commensurate with the role

PERSON SPECIFICATION

ESSENTIAL

ESSENTIAL: <i>Experience</i>	
Communications and marketing experience – minimum of 3 years at senior/management level – that align with the responsibilities above	Application CV
Demonstrable experience in developing and delivering successful communications, marketing & audience engagement strategies	Application Interview
Fundraising experience – minimum of 2 years experience, with 1 year at senior/management level – that align with the responsibilities above	Application CV
Demonstrable successful track record in developing relationships and increasing income generated from trusts/foundations, corporates, individual donors, and through fundraising events	Application Interview Test at interview
Experience of digital communications	Application
Experience of working with designers to manage print, digital and website production	Application

ESSENTIAL: <i>Knowledge & Skills</i>	
A strong verbal communicator comfortable talking with a wide range of people including artists, collaborators, audiences, stakeholders and funders	Interview
Excellent copy writing skills, for a wide range of formats from the website to production print, from funding bids to funding reports	Application Test at interview
Effective written communication skills, including: <ul style="list-style-type: none"> - Writing for the digital environment - Strong grammar and copy editing skills - Good visual/graphic design sense - Accuracy in communication 	Test at interview

<p>Good level of digital literacy and understanding of digital media campaigns, with experience of:</p> <ul style="list-style-type: none"> – Apple computers, Macintosh operating systems and Microsoft Office software – CRM systems – Social media platforms in a professional context; Google Analytics – Desktop design programmes (eg. Photoshop, Illustrator, Final Cut Pro, Light Room, InDesign); and – Audience Agency’s Audience Finder and Show Stats. 	Application
Excellent administration skills	Application
Knowledge of and interest in contemporary performance	Test in advance
Knowledge of and interest and curiosity in emerging technologies	Application Interview
Knowledge of public funding bodies, private trusts and foundations	Application Interview

ESSENTIAL: <i>Personal Qualities</i>	
Ability to work as part of a small team, contributing specialist skills, and supporting colleagues appropriately with a cooperative outlook	Interview References
Ability to work concurrently across a range of projects, to prioritise workload, and work to tight deadlines	Application References
Willingness to undertake evening and weekend work as required which may, on occasion, involve travelling both domestically and internationally	Interview
Self-motivated, showing initiative and ownership, and able to work independently	Application References
Confident and assertive, able to advocate and to communicate with a range of people	Interview
Flexibility – ability to adapt to changing circumstances	References

Affinity with Quarantine's values and characteristics: questioning of hierarchy, radical, political, sensitive, commitment to equality, diversity and access	Application Interview
Ability to work safely and confidentially via web-based access at home where required	Application
Friendly, open manner	Interview
Tenacity in seeking results and strong negotiation skills	Interview
Able to build positive, productive relationships with a wide range of people	Interview References
Welcoming and assisting attitude towards artists, participants, audiences and others	Interview

ESSENTIAL: Education/Qualifications	
Evidence of continued learning/training undertaken in fundraising/development; and in communications/marketing (self-organised or off the peg)	Application CV

DESIRABLE

DESIRABLE: Experience	
Experience of managing media relationships and campaigns	Application
Experience of presenting to a range of stakeholders	Application Interview
Experience of digital fundraising	Application
Experience in the commercial sector and/or the charitable sector	CV

DESIRABLE: <i>Knowledge & Skills</i>	
Strong numeracy and budget management skills	Application
Understanding of and interest in learning and evaluation	Application Interview
Knowledge of Quarantine	Test in advance Interview
Knowledge of and commitment to fundraising and communications best practice, legal obligations and regulatory requirements including Data Protection	Application Interview

DESIRABLE: <i>Education/Qualifications</i>	
Recognised qualification in communications/ marketing	CV
Recognised qualification in fundraising	CV
Educated to degree level	CV

HOW TO APPLY

Quarantine is a diverse organisation with staff, freelancers, volunteers and Board members from a range of socio-economic backgrounds, and a cohort of lead artists and staff who identify as disabled, and with wide age representation. We are striving to be an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates irrespective of age, socio-economic background, ethnicity, faith, gender, sexual orientation, disability, or health status, including those with dependents and those who may have had unconventional career paths.

If you are interested in applying for the role of Communications and Development Manager, please send the following information to ali@qtine.com by 5pm Friday 12 January 2018:

- your current CV
- a statement (no more than 3 sides of A4) detailing how you meet the objectives of the role description and the person specification
- a completed monitoring form

You can also provide all this information as a video or audio clip.

INTERVIEW DATES

Please note, interviews are likely to take place on 22, 23 or 24 January 2018, and if necessary, a second interview would take place during w/c 29 January 2018. If you are short-listed, we will set you a task in advance of the interview, and will also test specific skills at the interview.

If you would like to arrange an informal conversation by phone with the Executive Director, Ali Dunican, please call 0161 839 4392 or arrange via ali@qtine.com

No agencies please.

If you require this information in a different format or need alterations to the process due to access needs, please also contact Ali.

qtine.com
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