



## PERSON SPECIFICATION: Takeoff Festival Coordinator

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• <i>Relevant professional experience of project management / event co-ordination</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Events Management qualification or similar</i></li> <li>• <i>Have experience of working on arts events, exhibitions or festivals</i></li> <li>• <i>Experience of managing Health &amp; Safety and writing Risk Assessments</i></li> <li>• <i>Have experience of workshop facilitation and conferencing</i></li> </ul>
<b>Disposition / Attitude</b>	<ul style="list-style-type: none"> <li>• <i>Have imagination and the ability to work creatively</i></li> <li>• <i>Be resourceful, level-headed and able to work under considerable pressure</i></li> <li>• <i>Be passionate about creating exciting events which reach out to a range of audiences</i></li> <li>• <i>Able to act as an advocate and represent the organisation's work and values</i></li> <li>• <i>Creative thinker</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Interest in theatre for young audiences</i></li> </ul>
<b>Practical &amp; Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• <i>Be computer and web-literate</i></li> <li>• <i>Have excellent communication skill's - both spoken and written</i></li> <li>• <i>Good analytical skills</i></li> <li>• <i>Have excellent organisation skills</i></li> <li>• <i>Ability to work independently and as part of a team</i></li> <li>• <i>Ability to support other Theatre Hullabaloo staff</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Clean driving licence</i></li> </ul>

- *Appointment is dependent on an Enhanced Disclosure with the Criminal Records Bureau*