

Capsule

Job Role: Director of Project, Logistics and Finance (maternity cover)

Fixed Term Freelance Contract

Salary £25-£30k pro rata

5 days a week for 4 months (17.2 weeks) may be extended

Deadline for applications: By 5pm on 17th September 2010

Interviews: Please be aware that interviews will be held on 28th & 29th September 2010

Start Date: 1st November 2010

This is a unique opportunity to join one of the UK's most dynamic arts organisation to provide maternity cover for one of its two Directors.

Capsule are looking for an experienced professional with practical knowledge of this work area, who has a successful record in project management, logistics and finance management especially working within the cultural industries and including experience of advocacy, fundraising and networking at a national level.

This is a full-time, fixed-term contract from 1st November 2010. Salary will be within the range advertised, depending on skills and experience. This would be an ideal secondment opportunity for the right candidate.

Since 1999 Capsule has been instrumental in transforming Birmingham into one of the most important ports-of-call on the international experimental cultural circuit. Champions of all things avant-garde, Capsule are curators, promoters and fans of the finest music and culture, revealing the otherwise indescribable connections between contemporary music and art, crafting extraordinary events for adventurous audiences.

Capsule produce a year round programme of 25-30 events, as well as internationally renowned Supersonic Festival and innovative music heritage project Home of Metal.

Key areas of responsibility

- Project Management
- Project Logistics
- Project Team Management
- Project Finance Management
- Liaising / managing project stakeholders
- Report writing / project evaluation
- Fundraising

Person Specifications

Essential

The successful candidate must;

- Have demonstrable experience of project management /event co-ordination and managing staff - at least 3 years experience but can be over freelance contracts.
- Have experience of working on arts events or festivals
- Have experience of managing budgets
- Have experience of fundraising within the cultural sector
- Be computer and web-literate (own computer essential)
- Be able to work remotely (whilst you will be working predominantly from Capsule office it is important to also be able to work from home if required)
- Have excellent communication skills - both spoken and written
- Have imagination and the ability to work creatively
- Be resourceful, level-headed and able to work under considerable pressure
- Be passionate about creating exciting events which reach out to a range of audiences
- Must have the capacity to work long hours.
- Driver with full / clean UK license and own car (Home of Metal is a regional project and requires a lot of travel around the region – expenses will be covered)

To apply, please provide a CV and covering letter detailing your relevant experience and interest in the post to Jenny Moore jenny@capsule.org.uk

Applications must be received by 5pm on 17th September 2010

For more information, contact Jenny at the address above or on 0121 248 2252