

SPILTMILK are looking for a Project Manager to support the Directors in the day to day running and logistics of the Company.

Would you describe yourself as a Tigger? Positive, eager and enthusiastic

Are you an octopus, who can skillfully juggle loads of jobs at once?

Or maybe you're a human who brings a 'let's make it happen' attitude to your work whilst getting stuff done?!

We really need someone who is:

- Organised and great at keeping on top of things across a range of projects at once
- Able to prioritise
- Confident in making decisions, but knows when to ask for help
- Happy to take care of big jobs and small jobs - from strategic community recruitment, to ordering glitter or booking studios.
- Personable, and can chat with patience and enthusiasm to people from all walks of life
- Creative

We like to stay loyal to dependable collaborators and bring them into the Spiltmilk 'family' so our aim is to find a Project Manager that we can forge a long term relationship with, who will become an integral part of the company as we continue to grow.

Our dream Project Manager is someone who is down to earth and straight talking, someone who is charming and shares our can-do attitude. We need someone to help us be strategic, who has an eye for detail, loves a schedule, knows the importance of contracts, and is ideally partial to a slice of cake (cake is pretty integral to our business plan!).

We get really excited about working in the heart of communities and finding ways to make dance and theatre relevant to people who may never have thought it was for them. This can be through workshops, performances, or hosting social events that have brilliant art at their heart. Our ideal Project Manager would be someone that would delight in working with us to achieve this, and get a kick out of finding new ways for us to do more of it.

Our base is split between Sheffield and Warwickshire and so much of our work focuses on the wider Midlands area; some knowledge of the arts across this region would be useful. We come from a dance background but our work is genre bending, you don't have to be from a dance, theatre or even an arts background to work with us - if you enjoy bringing people together, talking directly and with care to communities and working across a range of contexts then we'd love to hear from you.

A bit about us:

SPILTMILK have been sticking a big fat ray of sunshine into the world of dance and performance since 2007. The company is led by Adele Wragg and Sarah Boulter, supported by a core team of fabulous freelancers including Consultant Producer Sarah Shead of Spin Arts.

We tour shows across the UK, and work in the heart of communities developing brilliant creative projects with people aged 1-101!

Our work is a blend of dance, theatre, sketch comedy and a fascination with pop culture and its ability to unite people from different walks of life. In an age when so much seems to be dividing the nation, we firmly believe in the importance of bringing people together using common ground we all share, to create memorable, playful, joyful experiences.

We proudly tour small scale venues (community centres, village halls, care homes, churches, studio theatres) and this scale is where we love to be. We don't see it as a stepping stone to larger scale in future, rather a brilliant opportunity to be innovative whilst being in the heart of a community.

We are mega passionate about bringing people together, particularly at a time when we believe our communities are so frequently being pulled apart. Our work celebrates the things we all have in common, rather than the things that divide us.

You can find out more about our projects at spiltmilkdance.co.uk

What we're looking for:

The scope of this role is adaptable and evolving, and we're open to hearing about ways you might contribute to our small team, but some of the things we know we need help with are:

- Liaising with project collaborators, including recruitment, contracting, logistics
- Community participant recruitment and communication
- Liaison with rural touring promoters, care home activity coordinators and community group leaders in the lead up to projects and events
- Ensuring company policies and procedures (e.g. Child Protection) are kept up to date and adhered to
- Invoicing for work done by the company and maintaining the invoice log
- Ad hoc event support and coordination
- Support in compiling and submitting funding applications and project proposals
- Compiling and sending regular company newsletter

- Updating company website

We think the kinds of skills and experience that would come in handy for this role are:

- Previous Project Management or Coordination experience
- Experience of Community Projects
- Ability to pick up new skills and company processes quickly
- Ability to manage multiple workloads, managing your time effectively and autonomously
- Ability to work under pressure
- Excellent attention to detail
- Enjoying working as part of a small team
- Strong verbal and written communication skills
- Strong IT skills (We use Google Drive, MS Office, Google Docs, Google Sheets and Gmail)
- Experience of planning and managing social media marketing campaigns
- An interest in the arts or popular culture

It's anticipated that you'll work remotely from home but we'd love for you to join in-person meetings periodically.

In the first instance, the role will be 1 day per week, £140 per day on a freelance basis.

How to Apply:

You don't need to write us an essay, just tell us a bit about yourself, why you're interested in the role and how you might contribute to the team. You can send this as a covering letter, email, film or audio recording. If written please keep it to a max. 2 pages and if recorded to max. 5 mins.

Email your application to **spiltmilkapplications@gmail.com** by (or on) **Friday 26th November 2021**.

Please note that all applications will be anonymised before being read by the company and we will respond to all applicants.

Those shortlisted will be notified week commencing 6th Dec and informal interviews will be held over Zoom on Thursday 16th and Friday 17th December.

We're hoping the selected candidate could start in January 2022, but this is open to negotiation, if required.

Our Commitment to Equal Opportunities:

We're passionate about increasing cultural diversity in the arts, and particularly encourage applications from groups who are currently under-represented in the sector e.g. Black, Indigenous, Asian or Minority Ethnicities, Deaf/Disabled people.

We're also committed to access and training opportunities, ensuring the team can deliver their very best work.

All applications will be anonymised before processing to ensure no unconscious bias in shortlisting.