 

**PERSON SPECIFICATION**

Production Assistant

**Vacancy Ref: 1422-24**

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| **Criteria** | **Essential/**  **Desirable** | **Application Form /**  **Interview \*** |
| Experience and working knowledge of the delivery needs of a public facing arts organisation | Essential | Application Form Supporting Statement Interview |
| Understanding and a track record in at least one artform specialism | Essential | Application Form Supporting Statement Interview |
| Good problem-solving skills in a variety of working environments | Essential | Application Form Supporting Statement Interview |
| A track record of strong team and collaborative skills | Essential | Application Form Supporting Statement Interview |
| Communication and relational skills across broad range of delivery partners and audiences (artists, audiences and public participants, administrators, technical staff) | Essential | Application Form Supporting Statement Interview |
| Experience in working with volunteers and understanding motivational drivers | Desirable | Supporting Statement  Interview |
| Experience and confidence in working within a multi- disciplinary team | Desirable | Supporting Statement  Interview |
| Demonstration of Initiative, appetite to learn and entrepreneurial spirit | Desirable | Supporting Statement  Interview |

* **Application Form** – assessed against the application form, curriculum vitae, and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g., award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency-based interview questions, tests, presentation etc.