

PERSON SPECIFICATION
Audience and Business Engagement Manager
Vacancy Ref: N2772

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form/ interview
Experience and knowledge of high quality provision for audience experience in Front of House environment	Essential	Application Form/ interview
Experience in income generation within professional arts settings for a broad range of opportunities	Essential	Application Form/ interview
Experience and confidence in working within a multi-disciplinary team	Essential	Application Form/ Interview
Experience of prioritising workload to meet competing deadlines.	Essential	Application Form/ Interview
Experience of data management and analysis of audience data in particular.	Essential	Supporting Statements/ Interview
Experience of handling confidential information and knowledge of Data Protection legislation.	Essential	Supporting Statements/ Interview
Ability to communicate effectively and appropriately with a variety of people whilst maintaining professionalism, regardless of the method of communication.	Essential	Application Form/ Interview
Experience of using a range of Microsoft Office packages including the use of Excel and Word	Essential	Supporting Statement/ Interview
Experience of working within an arts or cultural organisational environment.	Essential	Supporting Statements/ Interview
Experience of writing summaries for reporting requirements to stakeholders	Essential	Supporting Statements/interview
Experience of initiating Fundraising Campaigns	Desirable	Supporting Statements/ Interview
Experience of sector specific software such as Patron Base	Desirable	Supporting Statements/ Interview

Experience of line management of casual staff	Desirable	Supporting Statements/ interview
Experience of contributing to Audience Development strategies	Desirable	Supporting Statements/ interview
Commitment to ongoing personal development and training.	Desirable	Supporting Statements/ Interview
Knowledge of Health and Safety best practice in public settings	Desirable	Supporting Statements/ Interview
Knowledge of Audience Development and consultation practices	Desirable	Application form/Interview
Knowledge and commitment to to equality, diversity and inclusion policies	Desirable	Supporting Statements/ 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 eg 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.