



August 2015

Tilted Productions

Dear Applicant,

Please find enclosed an application pack for the position of **Company Administrator**. The pack includes:

- Mission statement and company background information
- Job description
- Person specification
- Guidance notes for applicants

The closing date for receipt of completed applications is **Monday 7 September at 10am**.

Please send your completed application to Tilted at the contact details below. Please note that the preferred format to receive applications is by e-mail.

Shortlisted candidates will be contacted by phone or email by 5pm on Tuesday 8 September and invited to an interview. The date of the interview will be **Friday 11 September** in Ipswich.

Unfortunately we are unable to acknowledge receipt of applications, so if you have not heard from us within two weeks of the closing date, please assume that you have not been shortlisted in this instance.

We hope that this pack will help with any questions you might have about the application process.

We look forward to receiving your application and thank you for your interest in Tilted Productions.

Best wishes,

Maresa von Stockert
Artistic Director
Tilted Productions

Please submit applications in one attachment by e-mail, to arrive by 10am on the closing date, to: **info@tilted.org.uk**. Please note that we cannot accept CVs.

Applications may also be submitted by post to: **Tilted Productions, Jerwood DanceHouse, Foundry Lane, Ipswich, IP4 1DW**



Mission Statement:

Tilted Productions creates playful yet challenging cross art form collaborations rooted in the world of contemporary dance. The work is inspired by questions around our sense of place and identity; why and how we interact with others, our environment and the objects we surround ourselves with.

We combine our expertise in indoor theatre with our interest in making work for outdoor and site responsive locations. Whether on stage, screen or in the public realm we re-imagine the familiar and open up different perspectives on the world we live in.

We merge movement, theatre, sound and visual art, and continually explore new performance possibilities in both with whom and where we work. We want to engage with people from diverse cultural and social backgrounds through art that is entertaining and inclusive as well as intelligent and thought provoking.

Company Background Information:

Tilted Productions most recent creation is *BELONGING(s)*, a site-specific indoor and outdoor promenade piece. *BELONGING(s)* combines contemporary dance, physical theatre and an unusual use of objects. The piece provokes thoughts on the notion of belonging and features an intergenerational cast of 7 performers. *BELONGING(s)* unfolds in three main scenes, set in three different locations that are turned into illusionary worlds. As audiences walk between the main scenes they come across pop up performances involving members of the local community.

After successful previews in France and the UK this year, the piece will tour nationally and internationally to festivals/ venues in 2016.

Tilted Production's founder, Maresa von Stockert has produced a significant body of work for the stage both for Tilted, as well as commissions for internationally acclaimed companies. She is also known for her site-specific works, such as *Grim(m) Desires for Wapping Power Station* (2004), which enjoyed a four week sell-out run in London, and for the recent UK and international success of her outdoor pieces *SEASAW* (2011 and 2012) and *Fragile* (2013).

Maresa has received wide recognition for her work and has won numerous awards including a Time Out Live award for Outstanding Choreography, a prestigious Jerwood Choreography Award and a Bonnie Bird Choreography Award.

Maresa received a Master of Fine Arts Degree from Sarah Lawrence College, New York, USA, where she was a scholarship student in 1995 - 96. She took her undergraduate studies at LABAN, London.

Tilted Productions is funded by Arts Council England as a 2015 - 18 National Portfolio Organisation, as well as Ipswich Borough Council. Current international partners include Atelier 231, Centre National des Arts de la Rue, Sotteville-les-Rouen, FR; La Brèche, Pole National des Arts du Cirque, Cherbourg, FR; Le Citron Jaune, Centre National des Arts de la Rue, Port-Saint-Louis-du-Rhône, FR; Le Fourneau, Centre National des Arts de la Rue, Brest, FR. Current UK partners include Unit 101, Outdoor Arts Creation Space, Newbury; Dance4, Nottingham; DanceEast, Ipswich; The Place London Contemporary Dance School, London.

Tilted Productions is a Company Limited by Guarantee and a Registered Charity, with its base in the East of England. The governance of the organisation is undertaken by a Board of Trustees.



Job Description: Company Administrator

Reports to: Artistic Director

Supports and works with: Artistic Director, Development Director, Creative Learning Associate, Producer, Board

Purpose of Post

To provide administrative, financial and operational support to the Artistic Director, Development Director, Producer, Board, artistic and technical team, to ensure the smooth, efficient and professional delivery of all of Tilted's projects.

1. General Administration

- First point of contact for all internal and external enquiries.
- Provide administrative support to the Board of Trustees (minute taking, preparation and timely distribution of board papers).
- Create detailed planning and management of individual project phases.
- Monitor and evaluate projects, writing summary reports for Board and ACE.
- Maintain a detailed company handbook.
- Maintain a clear electronic and paper filing system.

2. Finance and Operations

- Manage financial arrangements and other contractual terms with project partners.
- Manage and monitor company and project budgets in liaison with Artistic Director, Producer and Development Director.
- Day to day bookkeeping on Sage Line 50 to process invoices and payments, expenses, bank reconciliation, payroll (training will be given if necessary).
- Process the employee payroll using SageOne, issue payslips, P60s, P45s etc. to staff and ensure NI and PAYE payments are made to HMRC.
- Oversee the company's bank accounts and arrange bank payments and receipts from customers and suppliers.
- Track project income, expenditure and produce a monthly cashflow.

3. Tour Administration

- Assist with the planning and management of tours.
- Write contracts for venues/festivals, creative team, technical team and artists.
- Schedule and arrange tour logistics - travel, transport and accommodation or ensure needs are met when arranged by third parties.
- Arrange all necessary admin for international components of touring (A1, FEU, Sponsorship, Visas, etc)

4. Marketing

- Manage and monitor the company's web and social media marketing strategy.
- Arrange audience feedback and evaluation, applying to host venues for Tilted related data where necessary.
- Manage and maintain the company mailing list and database.

- Assist in the creation, preparation and distribution of digital and printed materials promoting Tilted Productions, its performances/activities and outreach programme, liaising with venues and media.

5. Engagement and Professional Development

- Assist Artistic Director and the Creative Learning Associate on developing program of community engagement activity.
- Liaise with community groups/venues regarding community engagement activity, administer delivery.
- Record attendance and evaluation.
- Administer placements.

6. Artistic Development and Forward Planning

- Contribute to planning and delivery of Tilted's fundraising strategy and funding applications.
- Contribute to the planning and delivery of Tilted's strategic, artistic and participation plans.

7. Reporting, Networking and Advocacy

- Represent Tilted at partner meetings, including ACE, the Audience Agency, We Are Ipswich, IBC.
- Support reporting requirements to funders including ACE.
- Attend, where appropriate, productions and festivals.

8. Any other duties as may reasonably be expected.

Terms and Conditions

Usual Hours of work:	37.5 hours per week (flexible working arrangements considered)
Usual Place of work:	Tilted Productions' desk is in an open plan state of the art office at the Jerwood DanceHouse in Ipswich (flexible working arrangements considered)
Salary:	£18,000 - £21,000 (depending on experience)
Start:	12 October 2015 (or as soon as possible thereafter)
Term:	Initially 12 months, renewable subject to funding Probation period 3 months



Person Specification

Essential

- Minimum 2 years administration experience, ideally within an arts setting
- Experience of monitoring and managing budgets
- Book-keeping, preferably with knowledge of Sage Line 50
- Highly organised
- Self reliant
- Efficient
- Excellent IT, administrative and organisational skills
- Highly developed communication and interpersonal skills
- Accuracy and good editorial skills

Desirable

- A knowledge of Tilted's work
- Experience of managing budgets over £100k
- Experience of arts marketing and press
- An understanding of theatrical production management
- Experience of Marketing and PR
- Ability to use desk-top-publishing and web design software, preferably WordPress
- Knowledge of arts funding system
- Interest in a broad range of art forms

Personal Qualities

- Highly motivated and organised
- Able to work on own initiative
- A team player
- Sensitive to the needs of others
- Meticulous about paying attention to detail
- Able to work effectively and calmly under pressure



Guidance Notes for Applicants

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form. If you have any difficulty in completing the form please contact us at info@tilted.org.uk.

Review the contents of the application pack

The application pack includes a full job description with a person specification. If these documents have been omitted from your pack, please call us to obtain copies. The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge and experience and skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to carefully read all the information in the application pack before completing the form.

Completing the application form

General Points

- Please do not attach your CV or copies of education certificates to your application form. Applications in the form of CVs will not be considered.
- If you need to add continuation sheets, make sure you mark these clearly with your name and the job title of the job for which you are applying. Try to limit any continuation sheets to no more than 2 sides of A4.
- Type or write clearly in black ink and do not use staples, to allow for photocopying.
- Please return via email if at all possible, as this is our preferred method for receiving applications.

Working through the form

- Ensure that you clearly state the full job title on your application form.
- If you are applying for a job share please tick the relevant box on the application form. Each individual will need to complete a separate application form.
- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
- The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. It is not sufficient to merely state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement. You might find it helpful to address each of the items in the person specification separately in the order they have been listed to ensure you address them all.

- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Do not forget to proof-read your form and check for any errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Please return your form to Tilted and ensure that it reaches us before **10am** on the day of the closing date.

Shortlisting

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.

Unfortunately, due to the high volume of applications expected we are unable to write back to all those who are unsuccessful at this stage, or to give specific feedback on why you have not been shortlisted. If you have not heard from us within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

If you are shortlisted, we will normally contact you by email or telephone to invite you to interview. This will be confirmed by a letter or email, which will outline full details of the selection process. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Tilted are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

Data Protection Act, 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Tilted's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.