

# SHEFFIELD THEATRES

## RECRUITMENT

<b>Job Title</b>	Ramps on the Moon Project Manager
<b>Department</b>	Artistic
<b>Reporting To</b>	Ramps on the Moon Director
<b>Main Purpose</b>	To plan and manage the work of Ramps on the Moon (RotM), and be an advocate for anti-ableism in the mainstream performing arts sector

## Main Duties Include

- Playing a role in RotM and Sheffield Theatres co-delivery of work
- Managing the logistics around engagement with the RotM cohort, including access information
- Liaising with cohort Change Partners, and acting as the first port of call for information requests and field all enquiries to RotM
- Alongside Sheffield Theatres, managing agreements with all Change Partners and freelance consultants
- Managing the logistics of relationships with freelance consultants and guest contributors to cohort meetings, including access information
- Providing consultancy and advice to Change Partners where appropriate
- Developing a toolkit of resources and guidance that is easily accessible for RotM and Sheffield Theatres and helps to efficiently manage enquiries
- Managing the project budget and providing regularly updated financial reports to the Senior Management Team
- Oversee the RotM website and social media channels
- Managing RotM events including symposiums and workshops
- Managing the logistics of the monitoring and evaluation process for all RotM projects
- Providing regularly updated financial reports to the RotM Director for Change
- Advocating for Ramps on the Moon's vision and mission, and specifically for anti-ableism

## General

- Driving change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity
- Being accountable for the safety of yourself and others by working safely and in accordance with our Health & Safety legislation and Safeguarding Policies
- Creating a positive working environment, underpinned by the organisation's values
- Assisting our work in developing audiences, improving our digital practice and growing fundraising income for the theatre
- Ensuring we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR)
- Contributing to the sustainability of the organisation in line with Sheffield Theatres' environmental conditions
- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- Undertaking relevant training and development as required

## Person Specification

- Experience of project management in an arts organisation
- Must be disabled, d/Deaf or neurodivergent
- Demonstrable negotiation, influencing and networking skills
- Proven experience of budget management and excellent numeracy skills
- An approachable and diplomatic communicator with those at all levels, providing a high standard of customer experience
- Ability to organise, prioritise and work well under pressure to meet strict deadlines and financial targets with accuracy and attention to detail
- A passion and enthusiasm for communication about anti-ableism in the arts
- Good IT skills, with a working knowledge of Microsoft Office 365, including Teams, Word, Excel, Outlook