



Curious Monkey Finance and Fundraising (Maternity Cover)

This new post comprises the finance and fundraising responsibilities of the existing Company Manager role. This is a 9 month maternity cover position and will run from October 2018 to June 2019. We are looking for someone who is happy to work independently, who is interested in supporting a range of projects with theatre artists and with people from different communities.

At Curious Monkey we encourage new staff from different backgrounds to join us. We are interested in working with people with different experiences and stories. We want each person who works with us to be the best they possibly can be at their jobs and will support them by offering:

- Flexible working for those with childcare or other caring responsibilities
- Appraisals (open conversations) about your progress and any challenges
- Training from members of Curious Monkey staff and externally where appropriate

To apply, please first read the job description and person specification. Then send a completed application form and equal opportunities monitoring form to Jill admin@curiousmonkeytheatre.com by **5pm on Friday 24th August**. Please include 'Application for Finance and Fundraising' in the subject line.

Please do not send a CV. We only require the completed application form.

If you are successful with your application we will invite you to meet the team at an interview. Interviews will be held at Curious Monkey office in central Newcastle on **Wednesday 19th and Thursday 20th September.**

Curious Monkey is committed to equal opportunities employment.

If you would like any more information or have any specific requirements please contact Jenny on jenny@curiousmonkeytheatre.com or call 07793360260.

This pack contains:

- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring

Privacy Policy

As part of the recruitment process, we need to gather information about applicants. By submitting your application, you agree to Curious Monkey collecting and storing your information. Your application will only be accessed by the Curious Monkey team and will be stored securely. We will store applications for 6 months after the application deadline, at which point they

will be safely removed from our system. Information gathered through the Equal Opportunities Monitoring form is anonymous and will be removed from your application. For more information on our privacy policy, please visit: <http://curiousmonkeytheatre.com/privacy-policy/>

Job description – Finance and Fundraising

Reporting to: the Artistic Director

Salary: £25,000 pro rata

Term: Fixed Term to end of June 2019

Hours: Part time 2 days per week (15 hours)

Based in: Curious Monkey Office, Space Six, Newcastle upon Tyne

The finance and fundraising role is a key role within our busy core team, providing vital administrative support, maintaining relationships with funders and supporting the development of the organisation as a whole. You will work alongside the Artistic Director, Administrator and Project Coordinator.

You will be based in the CM office in Space Six in central Newcastle. You will attend weekly team meetings - occasionally meetings will take place over the phone or online as the team often work remotely.

The role is 15 hours per week, preferably over two days. We can consider flexibility around this. Some out of hours work will be required to attend and support events and productions. No overtime will be paid but where extra hours are worked, the post holder will be entitled to time off in lieu.

The role is fixed term until the end of June 2019 to cover the Company Manager's maternity leave.

Key Responsibilities

Finance

- Bookkeeping
- Monitoring project budgets
- Preparing annual accounts for the accountant
- Preparing accounting reports for funders
- Preparing quarterly management accounts for the board
- Running Payroll supported by the Administrator
- Supporting the Administrator with invoicing and payments

Fundraising

- Collating monitoring and evaluation information from all Curious Monkey projects, working with the Administrator and workshop teams
- Creating evaluation reports and case studies for funders
- Researching and identifying new funding opportunities
- Writing funding bids
- Regular reports to funders including Arts Council and Trusts and Foundations

- Reviewing project targets and progression with the Artistic Director for each project/fund
- Keeping the Artistic Director and team updated on budgets and progress against targets

General

- Attending team meetings

Person Specification

The successful candidate will be selected based on their ability to demonstrate the following through their application and interview:

Essential

Work Experience

- Experience of successful fundraising within the arts and cultural sector including from arts council and trusts and foundations
- Experience of working in an administrative role
- Experience of managing budgets / bookkeeping

Skills / Experience

- Excellent written and verbal communication skills
- Excellent attention to detail
- Computer literate with IT skills including working on a Mac, experience of programs including Excel and Word

Interpersonal Skills

- Strong communication skills. The role will require communication with a range of people including board members, funders, artists and staff
- Confidence to ask questions and seek help when needed
- Excellent time keeping
- Ability to manage own workload and work independently and remotely when necessary

Desirable

Work Experience

- Experience of using online apps including WordPress, Google Sheets, Google Chat, Skype, Mail, Google Drive, Drop Box

Skills / Experience

- An interest / knowledge of an arts and culture e.g. theatre, music, cinema
- Holds a clean driving license