**Applicant:**

|  |  |
| --- | --- |
| Title/ Name: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

Note, this page, containing personal details of the applicant will be removed from the information provided to the panel for the initial sift.

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Please detail below how you meet each of the criteria listed.

**ESSENTIAL CRITERIA**

1. **Experience:**

Please evidence at least three years’ experience of working within arts administration. Include dates from and to in the format MM/YYYY (500 words max)

|  |
| --- |
| 500 words max |
| 1. **IT Skills:**   Please evidence at least three years’ experience At least 3 years’ experience in using Microsoft, Excel and Outlook. Include dates from and to in the format MM/YYYY (500 words max)  Click or tap here to enter text. |

(Note: These skills will also be assessed in those applicants shortlisted for interview and further for audition)

|  |
| --- |
| 1. **Transport**   Full valid driving licence/access to vehicle and/or public transport (250 words max)  Click or tap here to enter text. |
| 1. **Working Remotely**   The ability to work remotely (250 words max)  Click or tap here to enter text. |
| 1. **Ability to work independently**   The ability to work independently on your own initiative (250 words max)  Click or tap here to enter text. |
| 1. **Flexible working**   Ability to work evenings and weekends (250 words max)  Click or tap here to enter text. |

**DESIRABLE CRITERIA**

These will **ONLY** be used where it is necessary to introduce additional job-related criteria should further shortlisting be required. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted

**EXPERIENCE**

|  |  |
| --- | --- |
| * Extent of experience in arts administration (250 words max)   Click or tap here to enter text. | |
| * Experience of leadership/ management in an arts organisation (250 words max)   Click or tap here to enter text. | |
| * Fundraising experience (250 words max)   Click or tap here to enter text. | |
| * Knowledge of music organisations (250 words max)   Click or tap here to enter text. |
| * An interest in singing, choral music and live concert performance (250 words max)   Click or tap here to enter text. | |
| 1. **Qualifications:**   Add to and from dates as mm/yy format  Qualifications:   |  |  |  | | --- | --- | --- | | Qualification/ Equivalency | Awarding Body | Date of Award (mm/yy) | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |   Note, in advance of appointment, applicants will be asked to provide certification of relevant qualifications. | |

**Referees**

Note, the applicant should provide details of two referees. We will notify applicants in advance of making contact with any of the referees given and in advance of any formal offer of appointment:

1.

|  |  |
| --- | --- |
| Relationship to applicant: | Click or tap here to enter text. |
| Name: | Click or tap here to enter text. |
| Address (including postcode): | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

2.

|  |  |
| --- | --- |
| Relationship to applicant: | Click or tap here to enter text. |
| Name: | Click or tap here to enter text. |
| Address (including postcode): | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |