



Eclipse Theatre Company – Finance and Operations Manager

PERSON SPECIFICATION

The ideal candidate will have experience of financial management and administration. You may be a finance professional wishing to grow your career in the culture sector.

Essential skills, experience, competencies and attributes

- Minimum of 2 years' experience working in an administrative role.
- Finance management and/or accountancy experience (qualified, part-qualified or qualified by experience welcomed but not required).
- Ability to work independently and proactively as well as collaboratively.
- Ability to set clear priorities and handle multiple workflows at any one time.
- A commitment to and understanding of Equal Opportunities and anti-racist, accessible, and inclusive working practices.
- Excellent written & verbal communication skills.
- Confidence in communicating and working with people from a range of backgrounds and fields, within and outside of the arts.

Desirable skills, experience, competencies and attributes

- Experience working in the arts, culture, charity, non-profit, education or social enterprise sectors.
- Knowledge of the wider arts and culture sector.
- Passion for and/or exposure to supporting the creation of exceptional new theatre work.
- Passion for and/or exposure to supporting artist development for Black theatre makers and creatives.
- Passion for and/or exposure to supporting and championing theatre made in the North of England for national and international audiences.



- Some fundraising experience.
- An understanding and commitment to the mission, vision and work of Eclipse and a desire to play a key role in shaping and achieving the company's success.
- An understanding of theatre touring processes.
- Experience of working with Arts Council England's monitoring as an NPO.
- Ability to travel to the Leeds office, if required, with reasonable notice.