



Opportunity: Freelance Community Project Manager

Deadline 28th Oct 5pm, by CV and Covering letter to touring@pif-paf.co.uk

This is a Freelance contract to manage community involvement 'Clifffield Light Wanderers' activity in Sheffield.

Pif-Paf is a leading outdoor arts company creating top quality cross art-form work for festivals and events with leading partners around the UK. Based in Sheffield we are always developing a number of projects around physical, object and circus theatre. Full information is available at www.pif-paf.co.uk. The company consists of two Directors, a P/T Tour Manager and a team of freelancers.

We are looking for a highly capable candidate to deliver a multifaceted community outdoor arts activity from Dec 2022 to Feb 2023. Role involves being out and about in the area and working from home. Recruitment and scheduling of groups is a key aspect and ensuring all in the neighbourhood have access to it. You will be a community focussed individual committed to bringing people together through conversations.

This role could be combined with our other job post for [Evaluation Administrator](#).

Responsible to - Co AD Pete Gunson

Fee (£1760, 11 days @ £160) Time to be managed as part of role.

Duties:

- Community recruitment, building commitment and enthusiasm - including for 2 community bands and volunteer Marshalls
- Scheduling and project administration as required inc community band rehearsals
- Find and deliver ways to bring marginalised members of the neighbourhood into the activity
- Manage reasonable queries and concerns from neighbourhood
- Work with Pif-Paf activity accessibility
- Build trust and understanding with bands and band leaders
- Liaise with Activity Hub (local cafe) and production manager/safety lead for the event
- Liaise with artists and volunteers at event
- Manage small budget for contingency items for bands
- Engage with project and role evaluation
- Other reasonable activities as they arise and fit into allocated hours

Key Dates - must be available 3-7pm 13th Dec 2022 and 11am- 9pm 4th Feb 2023,

Person Specification

Essential:

- Ability to Understand and promote Pif-Paf's ethos on community and participatory art
- Strong conversational skills and a passion for building relationships with a broad community in person
- Experience of working with community
- Enjoy working outdoors



- Attention to detail, resilience and reliability
- Flexibility and ability to use own initiative - hours will include a lot of 3-9pm
- Up to date DBS
- Own office facility
- Ability to travel to and around the area

Desirable:

- Know or have a connection to the area (Cliffefield Rd/Derbyshire Ln)
- Experience of outdoor arts, events, community music
- Experience of project management
- Safeguarding, event, first aid training

Pif-Paf celebrates diversity and encourages applicants from all backgrounds

Application deadline: CV & covering letter to touring@pif-paf.co.uk by Fri 28th Oct 5pm, call to interview by Tues 1st Nov.

Interviews: 14th or 15th Nov in Sheffield (can be flexible)

Please get in touch to discuss any access questions. Applications can be by writing or video. Feel free to email pete@pif-paf.co.uk or phone 07931 339 161