

The Common Players  
**Job Description and Person Specification for  
Project Development Director**

**1. Appointment, Purpose and Responsibility**

The Project Development Director will be contracted by, and will be responsible to, the Board of Trustees. The purpose of the contract is to manage the business aspects of a successful small scale and community theatre company and develop opportunities for future activities and management structures.

**2. Place of Work** TBC

**3. Salary** 10,600, 7.5 days per month

**4. Contract Period** August 2007 to end March 2010

**Job description:**

PRINCIPAL RESPONSIBILITIES

**4. Strategic**

- 4.1 *In conjunction with the Creative Associates and Trustee Board;*  
To formulate and agree strategies and the long term direction for the company.
- 4.2 *In conjunction with the Trustee Board:*  
To update and develop the 3 Year Plan and policy documentation.
- 4.3 To provide support, advice and guidance to the Board enabling them to make effective decisions.

**5 Development**

- 5.1 Seek out regional opportunities to develop activities with new partners which address Common Players aspirations.
- 5.2 *Together with the Creative Associates;* To develop applications which forward Common Player aspirations, preparing the financial / business elements of same and directing the implementation.

**6 Financial management.**

- 6.1 To develop and monitor income targets and ensure strict budgetary control of different projects.

**7. Contract staff**

- 7.1 To ensure that the appropriate staff are in place for the delivery of projects and company business.
- 7.2 To act as line manager for these contract staff.

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**8. General**

- 8.1 To ensure, with the trustees, that the company fulfills its legal responsibilities and duties.
- 8.2 To manage any premises, office systems, and all matters related to the company's equipment.
- 8.3 Any other duties that are compatible with the purpose of the post.

**Person Specification**

Sympathy with the company's mission

Ability to drive company development through recognizing opportunities and delivering projects for achieving company aims.

Proven track record of raising funds for new initiatives.

Ability to create and managing project budgets effectively.

Ability to match company aspirations with opportunities for investment.

Ability to achieve project goals through the engagement and supervision of contracted professionals.

Be a self starter who enjoys working with minimal supervision.

Accurate eye for detail.

Proven organisational and time management skills

Excellent interpersonal skills and a friendly and efficient communicator.

High level of computer literacy and ability to work with email and other forms of internet based communication.