



Dundee Contemporary Arts

Person Specification

	Essential	Desirable
Experience <ul style="list-style-type: none">• A minimum of 18 months experience in a similar role• Experience of working in an arts or cultural organisation• Experience of working with the media• Application of ICT in support of marketing (databases, email, mailmerge etc)• Experience of producing printed publicity material• Experience of maintaining an individual giving scheme• Experience of writing targeted copy	<ul style="list-style-type: none">✓✓✓✓✓✓	<ul style="list-style-type: none">✓
Knowledge and Understanding <ul style="list-style-type: none">• The value of the arts, especially visual arts and cinema• The value of motivation, organisation and imagination as applied to marketing activity• Understanding of audience development	<ul style="list-style-type: none">✓✓✓	
Skills <ul style="list-style-type: none">• Excellent communication skills – both written and oral• Excellent interpersonal skills• Excellent organisational and planning skills• Problem solving skills	<ul style="list-style-type: none">✓✓✓✓	
Disposition <ul style="list-style-type: none">• Positive thinker• Confident• Professional• Committed to quality and attentive to detail• A completer finisher, committed to getting the job done.• An ability to remain calm and friendly when under pressure.	<ul style="list-style-type: none">✓✓✓✓✓✓	

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