



Cerdd a Ffilm Cymunedol
Community Music & Film

What is the job?

Business Development & Operations Director

Where will you work?

TAPE, Old Colwyn (some home working)

How many hours will you work?

37.5 hours per week. It is possible to share this job.

Contract: Permanent

About TAPE

TAPE is a creative community organisation.
We make arts and media open to everyone.
We work on projects in film, animation, music and more.
We help people share their stories and ideas.

About the Job

We need someone to help run TAPE and plan for the future.

You will:

- Find money for projects (fundraising and grants)
- Look after budgets and accounts
- Help manage staff and volunteers
- Make sure we follow rules and stay safe
- Support our creative work
- Go to meetings and events

What You Need

- At least 3 years in a management or admin job
- Good at finding funding and writing applications
- Good with money and budgets
- Organised and able to manage projects
- Able to lead and support a team
- Good computer skills
- Interested in arts and inclusion
- Able to travel for meetings and events

Extra skills (nice to have):

- Know about small arts organisations and charity rules
- Know about Arts Council Wales or BFI funding
- Speak Welsh

Why Work With Us?

- Flexible working
- Friendly, creative team
- Make a real difference

How to Apply

Send us:

- Your CV
- A short letter or video telling us why you want the job
- Contact details for two referees

Deadline: Thursday 29th January

Interviews: Week beginning 16th February

Start date: To be agreed

For questions or support: hello@tapemusicandfilm.co.uk

Learn more: www.tapemusicandfilm.co.uk

We welcome everyone to apply, especially people who are underrepresented in the arts.