**A logo for a arts festival

Description automatically generated**

**British Arts Festivals Association – application for Administrator**

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| *Name* |  |
| *Telephone* |  |
| *E-mail* |  |

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| *Please tell us about your relevant skills and experience, and in particular any relevant experience you have in effective management of customer relationships.*  *[up to 300 words]* |

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| *Please tell us about your approach to managing BAFA’s finances, and any relevant skills you can bring that will help to ensure the smooth running of BAFA’s financial systems.*  *[up to 300 words]* |

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| *Please tell us about any additional relevant skills or experience, including those listed as desirable in the person specification.*  *[up to 200 words]* |

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| *If you were offered the role, when would you be able to start, and do you have any significant periods of unavailability that we would need to bear in mind?* |

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| *This is a home-based role. If you were offered the role, do you have any access needs or support you would need to enable or better support you to undertake the work?* |

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| *We will be offering interviews by Zoom on* ***Friday 5 April****. Would you be available for this date if you were shortlisted? Y/N* |

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| *Please give details of two referees that we could approach for a reference. We would prefer one of these to be from your most recent employer. We would contact you before making an approach to a referee.*  First referee:  *Name*  *Job title*  *Contact e-mail*  *Relationship to you*  Second referee:  *Name*  *Job title*  *Contact e-mail*  *Relationship to you* |

*Please return your completed form to* ***bafa****@****artsfestivals.co.uk*** *by 12pm on* ***Friday 22 March***