

Job Description

#66 Project Manager/ Curator



You

We are looking for someone to manage our £150k #66 cultural programme that will run through 2022. You will be someone who is passionate and committed to inclusion, making work that has an impact in our communities, to cultural democracy, to making a real difference.

You will enjoy working in a team and being part of quite a small social group. You will be outgoing, someone who finds it easy to talk to a wide range of people. You will be organised and you will understand the needs of artists and audiences on both events and commissioning programmes.

We know that Curator and Project Manager are not the same thing. We need someone who is organised (first) and creative, not just creative, not just organised.

Reports to: Director

Line Management of: N/A

Salary Range: £25,000 for 10 months (not pro-rata)

Hours: 37.5 hrs per week (although this can be negotiated)

Contract: this is a fixed term role from early January 2022 until end of October 2022

Overview

Eden Arts are an award-winning artist-led organisation dedicated to inspiring change and enriching lives through cultural initiatives, strategic projects, events, and festivals.

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Eden Arts are grounded in Eden, Cumbria and work across the North of England. We are engaged with and foster a culture of debate and discussion on key issues affecting the world.

During the COVID-19 pandemic period, Eden Arts have managed to sustain activity and have been flexible and creative in responding to the restrictions placed on us. Eden Arts reimagined the Winter Droving festival, commissioned as many artists as we could, continued to strategically develop projects and foster partners and stakeholders for the #66 project, hosted digital residencies, supported work placements, worked with our young programmers, hosted online watch parties and supported community cinemas to reopen when they could.

The #66 Project

In 2020 Eden Arts were awarded ACE funding to develop a ground-breaking collaborative cultural partnership project across Cumbria, County Durham and the Tees Valley designed to raise cultural ambition, particularly in areas of low engagement. The project actions two years of consultation and research and links east to west culturally, socially and economically. The #66 Culture Programme raises ambition, skills and is a stepping stone towards significant cultural change and ambitious partnership working.

The #66 is a year-long programme including [Whale](#) from Captain Boomer in two towns, a new piece from Captain Boomer called *Enfant Nuage*, a professional development programme (the #66 Cohort), a new awards scheme - the #66 awards, and a new £66k commission.

About the role

Excellent at building relationships and working multilaterally, the #66 Project Manager/ Curator will lead the #66 project with creativity and efficiency. They will have oversight and responsibility for the planning and delivery of all facets of the project. This will include (but is not limited to):

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- working in collaboration with the Director and Head of Projects to achieve the project aims
- creating a cohort of young (under 40) creatives from across the A66 who Eden Arts will lead through an ambitious programme of professional development - they will be called the #66 Cohort
- commissioning a large scale #66 commission, worth £66,000, in collaboration with the #66 Cohort (this may be one piece of artwork, 66 ideas, 22 manifestos - we don't quite know what this looks like yet - but we're excited to find out)
- monitoring the financial management of the project (budget around £150,000)
- stakeholder engagement with the numerous groups spanning the A66, including various Local Authority Officers
- health and safety
- reporting back to the board and Arts Council England
- evaluating the project
- ensuring diversity and inclusion are key to the #66 - giving a platform and opportunity to people who face exclusion or are under-represented in art and culture
- embedding sustainability into the project - the project helps to educate, inspire and challenge around environmental issues

KEY RESPONSIBILITIES

Project Management

Oversee and directly deliver project management tasks such as task prioritisation, working to deadlines, achieving objectives, licencing, undertaking risk assessments and being responsible for health and safety relating to the project.

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Creative

Contribute and generate creative ideas and responses to project ideas, working closely with the Director and Head of Projects.

Partnership Development/Advocacy

This role will foster, advocate, network and maintain excellent partnerships with project partners and stakeholders such as local government, arts organisations, businesses, artists, strategic organisations etc. Present #66 at conferences, meetings etc. Chair and lead meetings.

Fundraising/Stakeholder/Funder Management

Oversee project monitoring and data collection.

Provide relevant information to the Head of Projects to ensure reporting to Arts Council England and other funders.

In collaboration with the Director and Head of Projects, contribute to report writing for the #66 project.

Marketing & PR

Promotion of #66 project, in collaboration with the Communications Officer, through social media as well as traditional print media.

Finance

Oversee the project budget, ensuring project stays on budget, keeping accurate and up to date forecasts for the project and providing accurate budget reports to the Director.

HR

Prepare contracts for freelance staff, artists and contractors.

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Governance

Provide project updates for inclusion in quarterly board papers.

How to Apply

Please submit a cover letter, detailing how you meet the requirements of the job specification, along with your CV detailing your employment history, education, qualifications and training. Also complete and send the Equal Opportunities form please. Send to info@edenarts.co.uk

For an informal chat with the Director, Adrian Lochhead about the role, please email nykia@edenarts.co.uk who will set up a mutually convenient time.

Deadline for Application: Midnight Sunday 28 November 2021

1st stage interviews will take place soon after via Zoom.

You may be invited to attend a second interview which will take place at Eden Arts in Penrith, in a socially distanced environment.

Please note: As this role spans a large area, access to a vehicle is essential.