

Job Description

Head of Projects



Reports to: Director

Line Management of: Project Manager(s), Project Officer(s)

Salary Range: £28,000 per annum

Hours: 37 hrs per week

Contract: contract to Mar 2022 with potential to extend

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.

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 factors affecting the world.

Over 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 reimaged the Winter Droving festival, commissioned as many artists as we could, continued to strategically develop actions 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.

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About the role

The Head of Projects will have oversight and responsibility for planning and delivery of all Eden Arts projects. This will include project management, fundraising, financial management, health and safety, stakeholder engagement, reporting and evaluation. In collaboration with the Director programming of festivals, events and projects.

Current Projects

Projects you will have oversight of and responsibility to deliver will be;

The Winter Droving 2021

Winter Droving is the biggest town festival in the Penrith and Eden Valley calendar, attracting 20k+ visitors with an international cultural programme. 2021 will be its 10th anniversary.

Bella/ Winter Droving Digital Trail

A pilot online/offline digital flash fiction experience developed in 2020 that leads you through the town of Penrith seeking out QR codes that trigger short videos that introduce you to Bella and her quest to find the origin of the Winter Droving.

The #66 Culture Programme

Ground-breaking collaborative cultural partnership project across Cumbria, County Durham and 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.

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A year-long programme of spectacle, professional development, production and celebration working with international, national and regional artists and producers.

Local Intelligence Agency

Takeover of large empty shop unit in Carlisle The Lanes shopping centre in partnership with Tullie House to transform into a gallery/community/meeting space for the residents and visitors of Carlisle.

Young C-Art

Annual awards programme for young artists aged 15 - 24 years old. Young people submit their artwork in any medium and shortlisted artists are featured in an exhibition. Winners are offered an Artist Spare Room residency at Eden Arts and a cash prize.

Cine North

A community cinema programme supported by Film Hub North that enables over 60 community venues across Cumbria, Lancashire, Yorkshire and Tees Valley to put on regular cinema events in their local community. Eden Arts support programming, provide high quality cinema equipment and training, film licencing booking service and marketing support.

Picnic Cinema

The North's no.1 outdoor cinema. Picnic Cinema is event cinema. It's a party, a campover, a festival vibe with cult and classic films in unusual locations, including Withnail and I at the location it was made.

Artist Spare Room

This is an artist support programme; it enables artists to reside in our spare room to undertake a period of 1 - 2 weeks away from their usual work space. Eden Arts provides space, technical support, and can be a critical friend. Eden Arts

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have hosted artists from across the world in a wide variety of artforms.

Future Programmes

We are looking to develop new projects in the following areas;

- developing digital elements in our work including exploring the possibilities of AR and VR.
- meanwhile use space and the potential of art and cultural actions to transform high streets and contribute to the remodelling of the high street and COVID recovery.
- Diversity and inclusion - how can we ensure that our work and actions challenges and calls out racism, gives a platform and opportunity to people who face exclusion or are under-represented in art and culture, is representative and relevant to the audiences we serve?
- Climate change and sustainability - what radical actions can we make to ensure our work is sustainable and helps to educate, inspire and challenge around environmental issues?

Key Responsibilities

Creative

Contribute and generate creative ideas and responses to projects, develop concepts for new projects, working closely with the Director.

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 EAs work at conferences, meetings etc. Chair and lead meetings.

Fundraising/Stakeholder/Funder Management

Oversee project monitoring and data collection.

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Provide relevant information to Company Manager to ensure reporting to Arts Council England and other funders.

In collaboration with Director and Company Manager contribute to bid writing for projects.

Raise business sponsorship and donations for projects, managing and developing corporate partners.

Marketing & PR

Promotion of projects, in collaboration with Head of Reach, through social media as well as traditional print media is an essential part of this role. Implementing clear marketing strategies to promote Eden Art's projects.

Project Management

Oversee and directly deliver project management tasks such as licencing, undertaking risk assessments and being responsible for health and safety event management plans.

Finance

Oversee project budgets, ensuing projects stay on budget, keeping accurate and up to date to date and budget forecasts for the project and provide budget reports to Company Manager.

HR

Prepare contracts for freelance staff, artists and contractors.

Governance

Provide project updates for inclusion in quarterly board papers. Contribute to the annual business planning process.

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How to Apply

Please complete the application form (link below) and attach your CV detailing your employment history, education, qualifications and training along with the Equal Opportunities form.

[Click here for the Application Form](#)

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 17th May 2021

1st stage interviews will take place on Thursday 20th May or Friday 21st May 2021 on Zoom.

You may be invited to attend a second interview which will take place the week of Monday 31st May 2021 at Eden Arts base in a socially distanced environment.