

Project Manager Brief - AberGem

CURRENT PROJECT:

AberGêm (working title) is an innovative outdoor arts project aiming to transform the streets of Aberystwyth. Led by local artists and young adults, it will tell the story of the community through placing live performances, music, visual spectacle and installation in unexpected places in a Covid aware way. There is a heavy emphasis placed on the process in this project, rooting the work in the community, working with young people aged 16 – 25 and local artists alike, involving them in the project through a fluid and dynamic creative process. It will be delivered in 2 phases over 2 years (ending in 2022)

ABOUT US:

A joint initiative between [Articulture](#), [Aberystwyth Arts Centre](#) and [Boomtown](#) in partnership with Ceredigion County Council, Mind Aberystwyth and meddwl.org. This collaboration has evolved from shared desires of all partners to be a positive force in their community and find ways to support and inspire young adults whilst also working with and supporting local artists.

AberGêm is funded by Arts Council Wales through the Connect and Flourish strand

JOB DESCRIPTION

Role Summary:

We are looking for a highly motivated and organised Freelance Project Manager to deliver this exciting new project.

The role will involve maintaining strong relationships with multiple creative partners (young people, council, freelance artists etc), event management, arranging workshops, scheduling, and attention to detail.

Reporting to: Project Management Team

RESPONSIBILITIES:

- To lead on aspects of production and delivery.
 - To support the PMT with communications and attend relevant external meetings.
 - To develop strong professional relationships with freelance artists and relevant partners
 - Ensure opportunities for talent development are maximised across all projects.
 - Manage a consumables budget (keeping all receipts etc)
 - Ensure safe working practices following Health and Safety protocols
 - Ensure all licensing, risk assessments, insurance, checks, policies and processes are in place
 - Report on progress to the Project Management Team on a regular basis
 - Collate key evaluation/feedback data for funding
 - Any other duties as required to deliver the project.
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PERSON SPECIFICATION:

Knowledge and Experience:

Essential Skills:

- Minimum of 1 year experience of working on productions with multiple partners
- Experience of monitoring budgets
- Experience of working on site-specific projects
- Experience of producing/delivering/managing one or more of the following types of work: outdoor productions, site-specific, participation projects, large-scale productions.
- Proven ability to deal with multiple work-streams with a range of deadlines
- IT literate, with a good working knowledge of Microsoft Office packages and Google Drive
- Locally Based with a good knowledge of the area
- Driver with own car
- Own insurance

Desirable Skills:

- Welsh speaker
- Experience of working on participatory projects
- Experience of working with design/technical/production teams
- Experience of digital storytelling and/or creative technology

Skills & Attributes:

- A keen interest in the arts
- Positive, approachable, personable, can-do attitude with the ability to be flexible and adaptable
- good problem solving skills
- Commitment to diversity, inclusion and equal opportunities

- Proven ability to work with people from a wide variety of backgrounds to create accessible workplaces and projects - willing to adapt communication to suit a range of needs and approaches
 - Willingly shares ideas, resources and information with others
 - Willingness to challenge, ask difficult questions and seek resolutions proactively and creatively
 - Excellent and confident communication skills with great attention to detail
 - Excellent organisational and administrative skills
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SUMMARY OF TERMS

FEE: £8000

CONTRACT: Freelance contract
(Based on circa 50 days between July 2021 - January 2022)

Due to the nature of the role, some evening or weekend work will be required.

PLACE OF WORK: Home working, with main on-site project delivery in Aberystwyth and surrounding areas.

HOW TO APPLY

If you wish to apply for the position, please provide the following information by Monday 25th June 2021:

- CV and covering letter (maximum two A4 sides)
- A completed equal opportunities form

Applicants should also provide contact details for two references, we will seek your permission before making direct contact with any referees. All offers of employment will

be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please ask us if you would like to apply in an alternative format, or if you have questions before applying. Text 07939 052899 or email zoe@articulture-wales.co.uk

Please submit your application by email with 'PROJECT MANAGER ROLE - ABERGEM' in the subject line to zoe@articulture-wales.co.uk by Friday 25th June at 5pm.

RECRUITMENT TIMELINE

Application Deadline: Friday 25th June 5pm.

Shortlisted candidates notified by 6pm July 1st if they will be invited to interview.

Interviews: Monday 5th & 6th of July between 9:30am- 1:30pm - please do let us know within your application if you are not available on this day for an interview.

Contract commences: As soon as possible after interview.

EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be invited to specify any access needs so that appropriate arrangements can be made.

We strive to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. We welcome applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based

solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under represented in the arts. We welcome applications in English or Welsh.

Your application and any associated personal information will be stored and processed in accordance with GDPR legislation. We will keep your information for the duration of the project, after which point the data will be anonymised and aggregated for monitoring purposes. If you are contracted by us, the information you supply will be kept securely and will form part of your contract record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.