

Job Description

Job Title: Project Manager

Accountable to: Artistic Director / CEO

Reports to: Head of Projects & Operations

Responsible for: Freelance Artist-Facilitators; Senior Project Officer, Project Officer

Budget responsibilities: Responsible for project budget as assigned.

Main purpose and scope of the Job:

The Project Manager will connect communities with appropriate, inclusive and highest quality artistic provision. The role provides support to the Artistic Director & Head of Projects in designing and delivering creative projects that fulfil the vision set by the Artistic Director. The role is a crucial part of a small team and as such will be expected to work with finance and administration colleagues to deliver ambitious, highest quality projects, which are value for money and financially sound.

The main scope of the role is to develop, manage and ensure smooth delivery of all aspects and lead on the day-to-day management of assigned projects.

Key responsibilities:

Artistic

- To provide support to the Artistic Director in developing strategic programmes of work that create opportunities for local people to make, experience and participate in outstanding arts
- To manage the programme of work at Arts Outburst's venue
- Design, deliver and evaluate art projects across single and cross art form projects which meet the needs of participants and funders
- Support the development of creative proposals as part of funding application processes

Collaboration and Communications

- To fully subscribe to the ethos of collaboration at the heart of Arts Outburst
- To support the design and development of Arts Outburst's visual brand and marketing portfolio
- Support and deliver AOB Communications, developing and implementing communications initiatives for programmes

Strategic/external facing

- Contribute to marketing, business planning, policy development and in a wider context the continued development of the organisation.
- Work with new and existing partners to sustain and develop project activity and promote the programmes of work undertaken by Arts Outburst
- To represent Arts Outburst at appropriate fora and networks

Engagement/Customer Service

- To lead by example and ensure that all Arts Outburst practices, venues, activities and approaches are entirely inclusive and accessible, grounded in Arts Outburst trademark friendly approach
- To support local people to take creative risks in a safe setting
- Have systems in place for regular feedback and demonstrate action taken as a consequence of findings

People Management

- To line manage freelancers, Project Officer and Artists working on AOB projects
- Ensure all staff receive mandatory and relevant inductions and training and training which enables them to develop their full potential
- Undertake staff management and supervisory responsibilities, including the recording of absences, appraisal, recruitment, development, welfare, discipline, deployment, motivation, etc.

General

- Ensure compliance with appropriate legislation, organisational policies, and other requirements of the organisation.
- Promote the development of a high quality individual need led service, to comply at all times with the organisations policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Ensure compliance with and actively promote Health and Safety at work legislation and organisational H&S policies and procedures.
- Take responsibility for continuing self-development and participate in training and development activities.

Other

- Work to the AOB Code of Conduct
- Any other duties as reasonably required by the Artistic Director/CEO

Key Duties:

- To carry out all project management duties
- To liaise with freelance artist facilitators, partners and participants as required and to be the main point of contact for the programme
- To attend project meetings and advocate for the project at external meetings as required
- To oversee project specific marketing, publicity and outreach
- To build and maintain strategic relationships with partner organisations e.g. children's centres and schools
- To ensure appropriate advice and signposting is given to project participants where issues are identified by delivery staff
- To recruit and manage volunteers and participant steering group
- To adhere to AOB Code of Conduct and organisational policies, with particular reference to the organisation's Safeguarding Policy for the Protection of Children, Young People and Vulnerable Adults, and AOB Health and Safety Policy
- To oversee and monitor safeguarding procedures, including DBS checking for project staff as necessary and in accordance with the organisation's DBS Policy
- To generate risk assessments and have an awareness of health and safety issues
- To undertake site visits as necessary and research, assess and book venues for project activities
- To update project budgets and adhere to financial procedures in consultation with the Artistic Director
- To undertake sourcing and buying of project materials and equipment as necessary, including booking transport and catering as required
- To ensure smooth and effective communication between project staff, AOB and project partners at all times

- To undertake project administration activities including generating registers, collating information, monitoring and evaluation
- To work with the Artistic Director, project partners and children and parents on the project to devise a comprehensive evaluation process
- To ensure the application of AOB equal opportunities policy

Project Officer: Person Specification

Essential

- At least 3 years' experience of project management
- Proven experience as a professional artist/creative in a recognised field
- Experience of producing high quality creative activities within a community context as a workshop leader
- Experience of issue based participatory arts projects within a variety of social contexts
- The ability to plan and manage a project through to successful completion
- The ability to manage a portfolio of projects simultaneously
- The ability to manage time effectively
- Experience of working with a range of organisations, groups and individuals and communicating effectively at all levels
- Experience of managing freelance staff and volunteers
- Experience of networking and community outreach activities
- The ability to communicate with participants who have limited experience of the arts
- Experience of successfully managing budgets
- Experience of monitoring and evaluation
- Graphic Design Skills
- An interest and commitment to the development of the personal, social and creative skills and needs of participants
- An awareness of equal opportunities policy and practice
- The ability to prioritise, working on own initiative and in a flexible and responsive manner
- The ability to work as a team member
- Computer literacy
- Excellent writing skills
- Vision and enthusiasm for the long-term development of Arts Outburst.

Desirable

- Experience of creating projects using more than one art form
- Knowledge of South Essex.
- Experience of marketing and PR activities
- A full, clean driving licence