

Job Title:	Project Manager, Peterborough	Job Category:	Salaried position. Permanent contract.
Location:	Based in Peterborough	Travel Required:	Occasionally
Level/Salary Range:	£25,000	Position Type:	Full time
HR Contact:	Stephanie Stevenson stephanie@metalculture.com	Hours of work:	9am – 5.30pm (including occasional evenings and weekends)
Line Manager:	Director, Peterborough	Start Date:	January 2021

To apply for this post, please **email a CV and covering letter outlining how your experience and skills meet the job description, and why you want the job to:-**

Stephanie Stevenson, Human Resources

stephanie@metalculture.com

Please mark Email Subject: Project Manager Application

Deadline: Noon on Monday 7th December 2020

Interviews are scheduled (via Zoom) on Tuesday 15th and Wednesday 16th December 2020

About Metal

Metal was founded in 2002 by Jude Kelly CBE working with current Artistic Director and CEO, Colette Bailey since inception. We have been active in Peterborough since 2012, working from our base at Chauffeurs Cottage in the city centre. We also have bases in Liverpool since 2004 and Southend-on-Sea since 2007. In each place, we work from buildings of historic significance that we have transformed from empty or derelict spaces into vibrant cultural and community hubs.

We support artists, locally, from across the UK and overseas, working in all disciplines, at all career levels, providing opportunities for artists-in-residence; and running intensive, week-long Culture LAB's for peer-to-peer learning and exchange, mentoring and professional development. We create large-scale, participatory art projects that respond to our immediate environment and involve people of all ages and from all walks of life. We curate exhibitions, festivals and other events which are often in response to place.

All our spaces provide short term incubation space for artists and other creative industry organizations. They are also well used by numerous community groups for meetings, workshops, performance, artist's talks and the development of networks and ideas. We operate through a wide range of partnerships, ranging from Arts Council England, local authorities, regional agencies, Music Hubs and Bridge organizations. We also have strong working relationships with a wide range of other arts organizations, community groups, schools and HE and FE

institutions.

About This Role

This role is for a talented and motivated Project Manager with ideas and ambition to create and deliver great art events and projects. You will support the continued development of Metal's programme of activities in Peterborough. You will understand how to work effectively with communities through collaboration and co-creation, and to develop relevant and responsive programming to build new audiences.

As well as projects in Peterborough, you will work closely with both the Director of Metal Peterborough, the Senior Management team, and the wider project teams in Liverpool and Southend on Sea on cross-site national initiatives too.

Principal Duties

1. Delivering a Programme of Events and Projects

- Work with Metal's senior management team (SMT) on planning and delivery of projects and events which meet the strategic outcomes of the Business Plan.
- Lead on the delivery of specific large scale and on-going projects and programmes
- Research artists, manage budgets and logistics to ensure that good planning is part of every project delivery and that best value for contracts is achieved.
- Work within the guidelines for Fair Pay for Artists campaign – ensuring that Metal are adhering to best practice at all times.
- Actively work with Metal's SMT to achieve our Arts Council England 'Lets Create' and Creative Case for Diversity ambitions. This may mean going the extra mile when researching artists and not relying on existing networks.
- Research and apply for funding to support the programme of activities you are leading on.
- Provide accurate information to other Metal team members to enable artist / partners contracts; accurate invoicing and payments; effective marketing and PR; social media; assisting pastoral care of artist, attending production meetings as required.
- Work to specified budgets and timelines for projects you are leading on.
- Keep accurate financial information to report to Director: Peterborough, Metal Board and Funding partners.
- Working with the Director: Peterborough and other team members to feed into programme ideas across the organisation.

2. Reporting and Evaluation

- You will support with reporting and evaluation requirements of Metal Peterborough – providing quantitative and qualitative evaluation for projects delivered – including the collection of artist, participant and audience feedback.
- Contribute to reporting of Metal nationally – feeding statistics from your projects into our reports

3. Communications

- Working with the marketing team to create text and sourcing images to support press and marketing activity for projects that you are working on. For example, text for press releases / e-newsletters etc.
- Contribute to Metal Peterborough's social media across all channels to promote the projects that you are working on.
- Support in the production of promotional materials for Metal events.

- Work with senior management and the wider Metal team to ensure effective communication across the organisation.

4. Other Duties

- Maintaining confidentiality at all times
- You will work actively within Metal's Equal Opportunities, Child Protection and Health and Safety Policies
- Metal has a long-standing tradition of engaging arts/ideas and people through the shared experience of food. The post holder will occasionally be required to cook as part of these events and therefore must have the ability, or the willingness/desire, to cook.
- You will undertake any other duties reasonably requested by senior management

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

Skills/Person Spec:

All candidates must be able to demonstrate the following:-

- project management experience
- ability to plan, deliver and evaluate projects and/or events – sometimes with complicated logistics
- strong knowledge (both national and international) of current arts scene/practices
- track record of commitment to socially engaged practice & broad participation in the arts
- experience of working with diverse communities and project participants, including those least engaged in art and culture
- experience of partnership brokerage/fundraising
- excellent time management and organizational skills
- be able to establish productive relationships with people at all levels
- a positive and adaptable approach to problem solving
- strong interpersonal communication skills, good humour, with a professional and friendly manner
- an understanding of budgeting and financial management
- be able to work as part of a team
- possess an eye for detail
- work well under pressure
- knowledge of all relevant H&S, Child/Vulnerable Adults Protection and Equality policies and processes.
- excellent working knowledge of Microsoft office software
- must be able to commit to occasional evening and weekend working