

Job Title:	Senior Project Manager – Estuary 2020	Job Category:	PAYE Contract – Fixed Term 17 Months (June 2019 – October 2020)
Location:	Based in Southend on Sea (working across South Essex and the Thames Estuary region).	Travel Required:	Yes
Level/Salary Range:	£36,000 Pro Rata	Position Type:	Part Time – 3 days a week
HR Contact:	Stephanie Stephenson stephanie@metalculture.com	Hours of work:	9am – 5.30pm (with flexibility)
Line Manager:	Artistic Director & Chief Executive	Start Date:	August / Sept 2019

Please send CV and covering letter either by post or email to:

Stephanie Stephenson
Company Administrator
Metal, Chalkwell Hall, Chalkwell Avenue, Southend on sea SS0 8NB
Tel: 01702 470700
Email: stephanie@metalculture.com

Deadline for applications: Friday 31 May 2019 (Interviews: w/c 17 June 2019)

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 South Essex since 2007, working from our base in Southend on Sea. We also have bases in Liverpool since 2004 and Peterborough since 2012. In each place, we work from buildings of historic significance that we have transformed from empty or derelict spaces into vibrant cultural 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, running intensive, week-long Culture LAB's for peer-to-peer learning and exchange, mentoring and professional development. We create large-scale, participatory 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.

About Estuary 2020

Estuary 2020 will be a month-long, curated festival of visual art, literature, performance, film & discussion delivered through a partnership between Metal and Cement Fields (formerly known as Whitstable Biennale). It will be the second edition of the large-scale festival that celebrates the spectacular Thames Estuary – the first being in 2016. Taking place on the river itself, and along the 60 miles of South Essex and North Kent coastline, an ambitious programme of new and existing artworks and events will explore and respond to powerful themes resonant to the Estuary, connecting communities from Shoeburyness to Rainham on the north banks and Ebbsfleet to the Isle of Sheppey on the South.

Estuary 2020 builds on the success of *Estuary 2016* which took place over 16 days in September 2016 hosting 55 events across 7 key venues. It attracted live audiences of over 100,000 with a further 23.7million reached through media and broadcast platforms. A broad constituency of partners across the Thames Estuary, have now come together to support the Estuary festival on a four year cycle, linked by a commitment to shared cultural development aims looking towards 2050, that are underpinned by the concept of the Thames Estuary Production Corridor (TEPC).

About This Role

As a key member of Metal's team working towards *Estuary 2020* you will be based in Southend on Sea working largely, but not exclusively on the South Essex side of the river. This is a senior role with the following responsibilities:-

- developing and maintaining strategic partnerships and opportunities for the festival programme;
- working with artists to produce and realise new, commissioned work as well as finding opportunities to show existing works;
- helping to raise funds and develop the resources and team to deliver an exciting set of cultural development and arts events programming;
- working with a wide and diverse constituency of people through artist-led socially engaged and participatory practice.

This is a fantastic opportunity for you if: you thrive on building relationships and shaping ambitious programme; you can demonstrate a commitment to creating opportunities for people of all ages and from all walks of life to participate in, and access great art; and if you can evidence practical experience of attracting funding and resources to create exciting cultural events.

Dealing with a broad range of activities from internal and external sources you will be highly organised, self-motivated and pro-active, with a proven track record in a similar senior role within the arts. You will be able to operate effectively under pressure with excellent communication skills, good humour and energy and, as a representative of Metal, maintain our policies for working with and serving diverse communities.

Further information – www.metalculture.com / www.estuaryfestival.com

Principal Duties

1. Developing and Delivering Creative Programme for Estuary 2020

- a. Working with Metal's Artistic Director & CEO – as well as our senior management team (SMT) on developing, planning and organising logistics related to venues, artists, programme, production, marketing and evaluation for Estuary 2020.
- b. Researching artists, suggesting programme.
- c. Liaising with artists to provide pastoral care as part of residencies; creatively produce and deliver works, of a variety of scale and media.
- d. Working with existing strategic partners and funders – and developing new relationships across the region – spotting opportunities to develop and expand the reach of the festival.
- e. Researching and applying for funding to support the programme.
- f. Providing accurate information to other Metal team members and festival partners to enable

artist / partners contracts; accurate invoicing and payments; effective marketing and PR; social media.

- g. Working to and managing specified budgets.
- h. Keeping accurate financial information to report to Artistic Director, Metal Board and Funding partners.
- i. Working with Metal's AD & CEO and other Estuary 2020 team members – including Metal's partners for Estuary 2020, Cement Fields based in North Kent to assist with and ensure co-operation, co-ordination and the smooth running of activities for Estuary 2020 across both sides of the Estuary.

2. Communications

- a. You will work with the AD & CEO to ensure effective communication across the Estuary 2020 team, as well as feeding into the marketing and PR programme for the festival. This will include, for example:-
 - i. Attending regular team meetings – these could happen in Southend – or elsewhere in South Essex and occasionally in North Kent.
 - ii. Keeping good project management files – within the systems set up within Metal to ensure information is easily shared. This will sometimes be on cloud based systems.
 - iii. Working with both our internal marketing staff and our external marketing partners
 - iv. Spotting opportunities for good stories / images as programme develops – and ensuring that these opportunities are followed up / taken up
 - v. Feeding information (images, film and text) into press releases, website & blog copy, enews updates, social media etc
 - vi. Adding contacts to Metal/Estuary mailing list and database – and encouraging wherever possible, sign up to Metal/Estuary social media pages.

3. Evaluation & Documentation

- a. Feeding into the design of evaluation frameworks.
- b. Contributing to the implementation of the agreed evaluation framework and processes that are set up for Estuary 2020 throughout the entire process.
- c. Collecting and sharing feedback at all stages.

4. Contribute to the effective office management and administrative systems for the organisation

- a. Utilise Metal's main server facilities, filing and storage all relevant data and information in the established filing systems for the organization.

5. Other Duties

- a. You will work actively within Metal's Equal Opportunities, Child Protection and Health and Safety Policies
- b. You will undertake any other duties reasonably requested by the AD & CEO / and Metal Board.

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/qualifications:

Metal

All candidates must be able to demonstrate the following:-

- at least 8 years arts management experience
- strong knowledge (both national and international) of current arts scene/practices
- track record of working developmentally with artists
- track record of commitment to socially engaged practice & broad participation in the arts
- experience of partnership brokerage/fundraising
- excellent time management and organisational skills
- enthusiastic, self-motivated and outgoing
- be able to establish productive relationships with people at all levels
- a positive and adaptable approach to problem solving
- an excellent 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 Protection and Equality policies and processes.

Metal operates an Equal Opportunities policy. References required.