

Metal

Projects Manager – Metal: Liverpool

Location: Edge Hill Station, Tunnel Road, Liverpool, L7 6ND

Hours of Work: 9.00am – 17.30pm Monday to Friday

Salary: £25,000

Job Category: Permanent contract

About Metal

Metal was founded in London in 2002 by Jude Kelly CBE, working with current Artistic Director and CEO, Colette Bailey since its inception. It has been active in Liverpool since 2004, in Southend-on-Sea since 2007 and in Peterborough since 2012.

From these bases, Metal works to provide the catalyst that can transform the potential of people and places, exploring the impact of art and artists' practices on civic and civil society.

Metal produces an exciting multidisciplinary programme of international and UK artists in residence and runs a wide range of events, exhibitions and participatory projects.

In Liverpool, Metal work from Edge Hill Station, the world's oldest active passenger railway station. The original 1830s Engine House, Boiler Room and Accumulator Tower now serve as a cultural and creative hub for artists, the neighbourhood and wider city region, carrying on the building's proud history of innovation, aspiration and technology.

Metal Liverpool's recent flagship projects have included the Turner Prize winning project *Granby Workshop* with artist collective **Assemble**, and a site-specific presentation of *Different Trains* with **Steve Reich, London Contemporary Orchestra** and filmmaker **Bill Morrison**.

Website: <http://www.metalculture.com/about-us/liverpool/>

<http://www.metalculture.com/project-categories/liverpool/>

Phone: +44(0) 151 707 2277

Recruitment criteria: [E] Essential / [D] Desirable

- Education to GCSE standard at grades A-C for a minimum of 5 GCSEs, including English and Maths [E]
- At least three years professional experience in a similar role [E]
- Ability to plan, deliver and evaluate projects and/or events – sometimes with complicated logistics [E]
- Experience of financial administration and reporting [E]
- Ability to evidence an interest in the work of Metal Liverpool or an interest in the arts [E]
- A commitment to the values of diversity / working knowledge of the Creative Case for Diversity [E]
- Excellent working knowledge of Microsoft office software [E]

- Must be able to commit to regular evening and weekend working [E]
- Working as part of a team and on own initiative [E]
- Must be solutions focused with a positive attitude [E]
- Strong interpersonal communication skills, good humour, with a professional and friendly manner [E]
- Experience supporting artists' development [D]
- Knowledgeable about multiple artforms - with evidence of a specialism in one artform [D]
- Experience working with diverse communities and project participants, typically those least engaged in art and culture [D]
- A working knowledge of social media, marketing and PR as a means to build audiences [D]
- Experience raising funding and building partnerships to support projects [D]

About This Role

This role is for a talented and motivated Projects Manager with ideas and ambition to create and deliver great art events and projects as part of Metal's core programme and additional projects.

Job description:

1. Delivering a Programme of Events and Projects

- Work with Metal's senior management team (SMT) on planning and delivery of projects, events, occasionally buildings.
- 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 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: Liverpool, Metal Board and Funding partners.
- Working with the Director: Liverpool 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 Liverpool – 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

- Creating 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 Liverpool'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 in Liverpool

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.

How to apply:

Please apply with your CV (max 2 pages), a covering letter (max 2 pages), outlining systematically:

- Why the post as outlined above is of interest to you
- Details of your skills, interests, personal attributes and past experiences that are relevant to this post

To apply for this post please email these documents to shaun@metalculture.com

The deadline for all applications is **9:00 am Wednesday 4th September 2019.**

The logo for Metal, featuring the word "Metal" in a bright green, sans-serif font. The letter 'M' is significantly larger than the other letters, and the 't' has a unique, stylized shape.