

Tight Modern Project Manager - Job Description

CONTRACT TERMS

SALARY: £27,000 pro rata, or £13,500 per annum

ENGAGEMENT: Fixed term contract between 1st April 2016 to 31st March 2017.
Post to be extended funding permitting.

RESPONSIBLE TO: Director

DIRECTLY RESPONSIBLE FOR: Site Event Manager & Workshop Facilitator, as well as volunteers, graphic designers and participating artists.

HOURS: 2.5 days per week based on an 8 hour day (not including breaks) 20 hours per week. Work days will be staggered to reflect the changing work load of the project. Creative Future operates under a Time Off In Lieu (TOIL) Policy.

LOCATION: Primarily Creative Future office, though work may need to be undertaken offsite at partner venues. Some working from home is possible with prior agreement with the Director. Any travel costs to attend meetings/workshops will be paid by Creative Future.

PROBATION PERIOD: 3 months

ANNUAL LEAVE: 28 days pro rata, or 14 days annually including bank holidays.

Company & Context

Creative Future exists to nurture marginalised artists/ writers and their creative development, leading them to high quality professional creative practice. We provide skills training, support, exhibiting, promoting, publishing, and selling opportunities to individuals by offering access to the arts and encouraging creative development.

The Tight Modern is Creative Future's flagship visual arts event. A miniature Tight Modern, the size of a garden shed, it tours the UK showcasing marginalised artists work. In 2015/16 The Tight Modern is slated to appear at Jubilee Library, Brighton, 4 libraries in St Helens, Merseyside, Redbridge Central Library, Ilford & The Towner, Eastbourne. For the first time the Tight Modern will be digitized - including 6 digital frames as well as 54 traditional A5 frames, there will be a digital

voting system for the public vote & possibly a webcam. Also new for 2015/16 is a programme of supporting workshops to be held at Jubilee Library, The Towner & Redbridge Central Library.

Role summary

The main purpose of the Tight Modern Project Manager is to organize and deliver the Tight Modern 2016-17 tour under the guidance and supervision of the Creative Future Director. The aim is to deliver a high quality, high profile event whilst providing maximum support to the participating marginalised artists. The Tight Modern Project Manager will also need to develop new partnerships and secure new sources of funding to ensure project sustainability. This new post is funded by the Arts Council England.

KEY TASKS

Fundraising and Development

- Identify and follow up potential Tight Modern commissioning opportunities
- Prepare & submit fundraising applications (Operations Manager to identify appropriate funds) to secure approximately £40,000 for future project funding including funds from:
 - 1 main sponsor.
 - Up to 4 commissions for Tight Modern appearances from organisations, councils/libraries etc wanting to promote their own local marginalised artists
 - earned income from event
 - possible crowdfunding.
 - Secure funding from grant providers (e.g. Arts Council)
- Possibly run a crowdfunding campaign for £3,000 for the 2015/16 tour if an outstanding funding application is not successful.
- Ensure the smooth delivery of the Tight Modern as a whole in line with the 3 Year Strategy & lead on the annual review of the 3 Year Strategy to ensure it reflects the current landscape of visual arts and best supports marginalised artists.

Event Management

- Organise a high quality judging panel of up to seven people, to include: one high profile visual artist, one industry professional & one service user artist.
- Track event enquiries, distribute entry forms, track submissions, and inform participants of judges' decision as well as signposting them to further development resources (in conjunction with Executive Administrator)
- Confirm Tight Modern tour, including site visits if necessary, & create partnership agreements.
- Organise and develop Tight Modern prizes including artist development opportunities, winners' certificates, course/workshop vouchers and cash prizes
- Attend Tight Modern set up at venues if funds allow.

- Research & co-ordinate digital elements of the Tight Modern (6 digital frames, digital voting system, gallery webcam)

Workshop Management

- Arrange and promote series of 9 workshops in 3 locations (Jubilee Library,, Brighton, Redbridge Central Library, Ilford & The Towner, Eastbourne) in conjunction with Tight Modern venue partners; liaise with venue hosts, tutor, make travel arrangements, distribute publicity, supervise tutor and attend workshops
- Support workshop participants and others to enter the Tight Modern 2016. This may include filling out Tight Modern entry forms & verbal encouragement.
- Attend at least one of the workshops in each location, and if funds allow to attend all workshops

Recruitment & Line Management

- Recruit, with the Director, a freelance tutor to deliver workshops
- Design, in conjunction with the contracted workshop facilitator, workshop content & resources & collate workshop packs.
- Recruit Site Event Manager, with the Director, to set up/strike Tight Modern, manage digital elements of the gallery and transport Tight Modern to tour venues including hiring of van as required.
- Supervise Site Event Manager and the workshop facilitator and freelance graphic designer

Stakeholder Management

- Develop new & deepen existing partnerships (Library services, The Towner etc).
- Maintain current partnerships with regular partnership newsletter updates

Artist Development

- Liaise with participating artists to provide support throughout the workshop and event submission process
- Encourage winning artists to take up artist development prizes
- Support winning artists in the take up of their prizes.

Marketing and Press

- Identify high profile artists to approach for endorsements, quotes, video clips for the Tight Modern website
- Maintain Tight Modern website, uploading resources, videos, quotes, podcasts, links etc
- Liaise with the Executive Administrator & Communications Co-ordinator (EACC) to deliver content for Tight Modern's social media platforms (Facebook and Twitter and newsletter) including the Call For Submissions, tour updates and announcing the winners of the Public's Vote.
- Ensure that relevant organisations such as Arts & Health, 3rd sector arts organisations, disability arts, support groups, Contemporary Visual Arts Network

(in conjunction with CF EACC) are aware of the Tight Modern and distribute appropriate publicity.

- Manage the design & delivery of all print marketing materials including any flyers, posters, and banners - including tendering for graphic designers and printers
- Write and follow up press releases as and when required.

Finance & Administration

- Attend partnership meetings where required (e.g. venues, sponsors)
- Develop awards partnerships/income streams via discussion/in conjunction with the Director & the Operations Manager.
- Implement project evaluation procedure, including evaluation reports for project partners and funders.
- Track project expenditure & produce event accounts
- Any other tasks related to the event as deemed appropriate by Creative Future Director

Personal Specification:

	Skills	Experience
Essential	<ul style="list-style-type: none"> • Excellent Excel, and MS office skills. • Typing skills (minimum 50 words per minute) • Knowledge of social media - Facebook, Twitter, blogs, • Knowledge of Mailchimp 	<ul style="list-style-type: none"> • Excellent communicator both verbally & written • Able to work on own initiative with the ability to be flexible, organised, and good with systems • Ability to prioritise a busy workload • Be a good team player • Experience of organizing workshops • Experience of organizing an exhibition • Experience of evaluating projects • Experience of creating and managing project budgets • Experience of recruiting & supervising freelancers/staff. • Experience of developing and maintaining partnerships • Experience and knowledge of the UK arts scene, especially visual arts agencies • Experience of fundraising • Experience of marketing • Experience of website content management systems • Experience of evaluating project and writing evaluation reports • Ability to co-ordinate & implement digital elements eg digital frames, webcams etc

		<ul style="list-style-type: none"> • An understanding of the challenges facing marginalised visual artists and barriers they face in accessing artistic development and showcasing opportunities • Commitment to equal opportunities and diversity principles
Desirable	Knowledge of Hootsuite	<ul style="list-style-type: none"> • Experience of securing corporate sponsors • Experience of working with marginalised people • Experience of delivering creative workshops • Experience of working in a gallery setting • Experience of supporting artistic or professional development • Experience of planning and delivering marketing and PR campaigns' • Experience of working with public sector/3rd sector organisations • Experience of crowdfunding

Recruitment process

Closing date for applications: **Sunday 21st February 6pm**

You will hear if you have been shortlisted by the 26th February.

Interviews: **Tuesday 1st March**

Please apply in writing:

- Describing why you are attracted to the post
- What experience and skills you could bring in reference to the Key Tasks and Person Specification.
- Please state where you heard of the opportunity
- Enclose a CV.
- You may also attach other information you think supports your application (up to a maximum of 2 sides of A4)

Address to: Dominique De-Light, Director, Creative Future.

Applications should be sent by email to:

dominique@creativefuture.org.uk

Further information on Creative Future

We aim to inspire aspiration and artistic excellence amongst marginalised artists and writers. We increase their confidence, enabling them to re-engage in the community by offering publishing and exhibiting opportunities to 'get their work out there'; challenging their own and other people's perception of their potential. We are a bridge from the margins to the mainstream. Based in Brighton, working across the South East with national events, we've held over 73 events with live audiences totaling over 150,000 people. We've engaged nearly 4000 people in our activities and delivered over 250 courses and workshops.

What do we mean by marginalized? Our funders define marginalised as those who feel they lack opportunities because of: mental health issues, physical or learning disabilities, homeless people, substance misusers, offenders & ex-offenders, refugees, long term unemployed, the elderly, travelers, carers, and people from LGB&T and BME communities.

Creative Future's flagship events include:

1. **Tight Modern** (www.tightmodern.org.uk) The world's smallest temporary art gallery, the Tight Modern is a miniature replica of the iconic Tate Modern and displays 60+ artworks by talented disabled and marginalised artists from across the UK. The 2014/15 tour was seen by 42,000 people.
2. **The Creative Future Literary Awards** (www.cfliteraryawards.org.uk) an annual high profile literary awards event showcasing the UK's most talented disabled and marginalised writers.
3. **The Impact Art Fair** (www.impact-art-fair.org.uk) The UK's only art fair to solely feature work by disabled and marginalised artists.

The Future

The Impact Art Fair is now on hold as result of funding restrictions. In the past one flagship event per year was held. However, we are now moving towards making the Tight Modern and the Creative Future Literary Awards annual events. 2016 will be the first year that both the Tight Modern and the Literary Awards will be delivered on the same year. It will also be the first year that the Tight Modern will have its own dedicated Project Manager.