

## **JOB DESCRIPTION FOR THE POST OF CREATIVE PROGRAMME MANAGER (CPM) - Internal Programme**

1. **Employer:** Project Art Works
2. **Hours per week:** 24 hours per week
3. **Salary:** £19,459 (£30,000 FTE) plus 4% pension benefit (auto-enrolment).
4. **Place of work:** The principal place of work for this post is the office of Project Art Works at Arch 3, Braybrooke Terrace. Hastings. The Creative Programme Manager (Internal) will also be required to travel to other locations; e.g. to participate in and/or monitor the project, attend meetings and consultation sessions.
5. **Person specification and experience:**
  - You must be able to demonstrate a genuine interest in the Project Art Works' ethos and programme.
  - You will be an excellent team player and able to work under pressure in a busy office.

You will have:

- a proven track record in project management preferably within the visual arts and/or social care
- experience in developing programmes of work
- experience of strategic planning and fundraising
- excellent communication skills (oral and written) and experience of working with families/carers
- a thorough and proactive approach to your work, high level of organisational skills and logistical analysis
- good writing skills and able to write clearly for different audiences and media formats
- competency across office IT programmes
- familiarity using social media platforms including Facebook, Twitter, Instagram, YouTube, Vimeo, Mailchimp
- the ability to be flexible and working to deadlines
- an understanding about the lives of people who have complex learning disabilities and the social and political context within which they live

Desirable:

- experienced user of Apple Mac
- driver with clean licence

## **6. Responsibilities – Creative Programme Manager - Internal Programme**

In liaison with the senior management team:

- The CPM will recruit project artists and other personnel, providing project documents.
- The CPM will schedule and lead regular 1-2-1 catch up and feedback meetings with Internal programme project artists.
- The CPM will schedule, co-ordinate and lead termly Artist planning / internal communication days for project artists in liaison with the Senior Management Team and Lead Artists.
- The CPM will line manage the Internal programme artist teams, ensuring they have a clear oversight of the aims and objectives of each project and that they remain responsive to the needs of participants and the smooth processing of work in preparation for archiving.

- The CPM will agree termly workshop schedules with the Senior Management Team and Lead Artists and disseminate to artists, In House programme participants and their support teams.
- The CPM will provide termly artist rotas for the artist team as required and advise the Head of Finance and Operations for preparation of freelance contract.
- The CPM will work closely with the Gallery & Programme Assistant to manage volunteers working across the In-House workshop programme.
- The CPM will work closely with the CPM who manages the young people and families programme, Art Breaks and Art Breaks Saturdays to ensure the both elements of the in-house programme running smoothly.
- The CPM will support and liaise with the Community Networks Co-ordinator, ensuring that the Peer Support Network is delivered, monitored and evaluated in-line with the agreed aims and objectives of the project.
- The CPM will provide the first point of contact for the Internal programme participants, families and support teams.
- In liaison with social workers, Senior Management Team and Lead Artists, the CPM will co-ordinate and oversee the collation of case study documents when requested for participants' annual reviews or other social care meetings and funders. Where appropriate the CPM will attend the meetings and provide an update in person.
- The CPM will play a lead role in sourcing and developing new funding applications (with the Senior Management team) in support of the in-house programme and its participants.
- The CPM is responsible for working on project evaluations in liaison with the Senior Management Team and external consultants where appropriate and providing project reports and updates to external funders and the Project Art Works board of Trustees.
- In liaison with the Head of Finance and Operations to oversee budgets and reporting on variances in a timely manner.
- The CPM will work closely with the Head of Finance and Operations on all aspect of regarding information for Risk assessments and reviewing annually or as required and to adhere to consent procedures.
- The CPM will schedule and co-ordinate an on-going programme of exhibitions and public opening events in arch 1 with the Gallery & Programme Assistant, and oversee the hire of the event space.

## **7. General**

This post is not purely administrative and may, at times, require practical duties and participation to facilitate the delivery of projects such as training sessions, exhibition set-up etc. The CPM will attend and contribute to staff and Board meetings as required and represent the organisation at external meetings and events as required. The Creative Programme Manager is line-managed by the Creative Director.

Two references (minimum of 1 professional referee) and an Enhanced DBS will be required prior to successful candidate taking up the post.