



Job Description

Job title: Freelance Project Manager

Reporting to: Project Director and Board via Chairman and Treasurer.

Staff responsible for: N/A

Functional responsibility: To oversee the management of the artistic programme, evaluation and reporting on behalf of the Forest of Dean Sculpture Trust

Hours worked: Freelance Part time 4 days/28 hrs per week

Salary: £28,750 Pro Rata to 4 days a week

Timescale: 8 Month Contract December 2017 – July 2018.

Based: Home based, but a hot desk will be provided at Bank House, Coleford, Forestry Commission West England District Office and access to Beechenhurst Lodge Visitor Centre.

Duties & Responsibilities

Lead responsibility for day to day planning and delivery of the Forest of Dean Sculpture Trust sculpture commissioning and decommissioning programme.

To work closely with the Project Director, FODST Board and Forestry Commission England, to realise their vision for the Forest of Dean Sculpture Trail.

To manage and liaise with freelance technicians, foresters and artists on the preparation and installation of projects.

To initiate, maintain and develop good relations with key personnel from all partners.

To manage and support participating artists, ensuring that the timely development of work, production, insurance, health and safety, installation and other logistics of the programme are delivered to the highest possible standards.

To act as a source of expertise for all staff and external contacts on the works and participating artists.

To work with the FODST board and Project Director to ensure that all sculpture projects adhere to the curatorial framework of FODST and write quarterly project manager updates.

To manage the Artistic Programme budget and cash flow closely and work within FODST existing financial management processes to ensure expenditure does not exceed agreed budgets.

To support the audience development programme and events and education coordinator by providing information about artist projects to inspire and inform the content of public workshops and events

To lead on communications and marketing activity for the artistic programme, liaising with the contracted freelance PR consultants, Community, Communications and Marketing staff at Forestry Commission England to ensure that the FODST profile is accurately and professionally promoted to local, regional, national and international audiences

To oversee and ensure delivery of effective web based communications and presence for FODST in collaboration with the contracted freelance PR consultants

To work with the Audience Agency to implement effective evaluation and monitoring systems for FODST and to report back to key stakeholders and funders on the success of the programme.

To lead on completion of necessary funding reports and submit funding instalment claims inline with deadlines to ensure the release of funds

Person Specification

Essential

- At least 3 years professional project management in the arts experience.
- At least 3 years professional experience in working with a wide range of partners and funders
- Hands on practical experience in developing and producing large scale art projects in the environment, supporting multiple artists.
- Good knowledge of public art and art in the environment.
- Administrative and financial experience including budget and cash flow management of over £50k.
- Experience of dealing with the media and delivering marketing strategies.
- Strong communication skills including presentation and writing skills.
- Experience of working with Arts Council England funding and large scale Grants for the Arts.
- Demonstrable experience of overseeing the evaluation, including qualitative and quantitative analysis methods, of arts projects
- Experience of producing reports for Arts Council England and other funders.

Desirable

- Good knowledge of environmental best practice.
- Experience of working with the Audience Agency

General requirements.

- The post holder will manage their own workload & priorities and deliver project administration effectively.
- The post holder will be freelance and will be responsible for their own tax and IT.
- Be ICT literate, have their own computer, be able to develop new skills quickly and use, Outlook, Wordpress, Social Media and be self-servicing in office administration.
- Attend project management and Trustee meetings as required.
- Be committed to and work within FODST policies and procedures.
- Be mobile, able to drive and with access to a car.