

## University of Salford

### *Is Anybody Listening: Our Time Our Place Programme Manager (Freelance)*

**Fixed Fee:** £21,300 (£300 per day/ one day per week/ 71 weeks)

**Location:** Northwest and hybrid

**Reporting to:** Curator, University of Salford Art Collection

**Duration:** December 2022 - April 2024

#### **Context:**

It is a significant occasion for a Northwest artist – Craig Easton - to win Sony World Photographer of the Year (2021) with his series Bank Top, created in Blackburn, as well as second place in the documentary category for Thatcher’s Children, made in Blackpool. Due to Covid19, we were unable to celebrate this achievement within his home region.

Easton tackles stereotypes and responds to the negative way in which the main-stream media often portrays Northern communities. The relevance of Easton’s work has resurfaced in a new light as communities endure the cost-of-living crisis and face new challenges and segregation. *Our Time Our Place* is a touring exhibition, engagement programme and symposium delivered in partnership with University of Salford, LeftCoast, Open Eye, Blackburn Museum and Art Gallery and the Williamson Art Gallery and Museum.

A consultation with Salford Youth Council shows that 70%+ of participants said that they want to “capture their own world through photography”. One participant remarked:

“Coz you grow up there they decide that’s what you are going to be. There is always a community to be found. Even in the most run-down areas there is always something there...The people make the place; the place doesn’t make the people.”

This programme will do exactly that: give young people the skills and support to see the value of their story and learn how to preserve and share it from the inside out

#### **Purpose:**

The Programme Manager will lead and oversee the entire programme ensuring the deliverables and objectives of the project are met on time and within budget. As a direct point of contact with the Evaluator, Communication Consultant, Artists and Partners, the Programme Manager will drive the programme forward, engaging diverse audiences and developing connections between heritage and people.

A lynch pin in the region wide programming including participatory workshops, symposium, mentoring, debate and exhibitions, this person will drive new understanding and facilitate a cultural response to the complexity of the creation of contemporary heritage. The aim is to encourage new audiences to activate their voices for debate, positive action and assert their place and sense of self in a new light.

## Key Responsibilities:

The post holder will work closely with external stakeholders and colleagues to plan and implement the programme, supported by the Curator, University of Salford. Responsibilities include:

- Managing all aspects of the work plan, ensuring deadlines, deliverables, budget and timescales are met and on track
- Supporting the venues to manage events and exhibitions
- Engaging stakeholders and managing relationships from delivery to review of outputs
- Contributing to the recruitment of the wider freelancer team, including Socially Engaged Photographers, Filmmakers, Lead Artists, Evaluator and Comms Consultant
- Acting as point of contact for young mentees, brokering sessions with the lead artist
- Driving the symposium, cultivating interest, content and audiences for sector learning
- Leading internal project communications ensuring all partners are kept well informed and engaged
- Ensuring the freelancers and partners have clear expectations, roles and responsibilities
- Managing risk and provide the evidence for funder draw downs
- Working with Evaluator to contribute to the evaluation framework

## Person Specification

ESSENTIAL	DESIRABLE
<b>Experience</b>	
<ul style="list-style-type: none"> <li>● Reporting on project development and delivery</li> <li>● Effectively communicating with colleagues and a range of stakeholders to engage them in co-created projects</li> <li>● Managing project budgets</li> <li>● Proven track record of delivering outputs and meeting milestones</li> <li>● Reporting to NHLF</li> </ul>	<ul style="list-style-type: none"> <li>● Working within community archiving, museums, digital mapping, social injustice, visual arts/ heritage sector</li> <li>● Symposium development</li> <li>● Recruitment of a freelancers</li> <li>● Development work within education</li> <li>● Contribution to the funder evaluation and reporting</li> <li>● Managing the public launch of a touring exhibition with consultants</li> <li>● Leading region wide arts programmes</li> </ul>
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>● Knowledge of socially engaged photographic practice</li> <li>● Understanding of project planning including scenario planning</li> </ul>	<ul style="list-style-type: none"> <li>● Active interest in multi-agency approach to social injustice issues</li> <li>● Application of knowledge of in sector development / support</li> <li>● Knowledge of marketing and project launch</li> </ul>

<ul style="list-style-type: none"> <li>● Understanding of relationship cultivation and management</li> <li>● Understanding of audience development</li> <li>● Understanding of the principals and values which underpin Craig Easton's practice</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of how to set objectives and measure success</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>● Ability to manage own workload, completing tasks to deadline without supervision</li> <li>● Ability to take responsibility and make decisions as required and authorised</li> <li>● Excellent advocacy, presentation and verbal communication skills with an ability to engage effectively with a wide range of people</li> <li>● An eye for details both visual and textual, ability to edit and approve content appropriate to the context</li> <li>● Highly organised with excellent administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>● Exemplary written communication skills</li> <li>● Excellent ICT skills</li> </ul>
<b>Qualities</b>	
<ul style="list-style-type: none"> <li>● Ability to build excellent relationships and work in a supportive manner alongside colleagues, partners, freelancers, teachers, academics and local authority representatives</li> <li>● Ability to work flexibly and adapt to unforeseen problems</li> <li>● Commitment to equal opportunities, cultural diversity and accessibility of service</li> <li>● Self-motivation, ability and willingness to work as part of a team</li> <li>● Accountability and sensitivity to issues and challenges as they arise</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>● Relevant degree or qualification by experience</li> </ul>	

## How to apply and the selection process:

For an informal chat about the role please email [l.a.taylor@salford.ac.uk](mailto:l.a.taylor@salford.ac.uk)

Please send a CV and covering letter no larger than 10 MB to Lindsay Taylor, [l.a.taylor@salford.ac.uk](mailto:l.a.taylor@salford.ac.uk) by 18<sup>th</sup> November 2022. Please tell us how you meet the experience, skills and qualities outlined in the Person Specification. This should be no longer than 2/3 pages in either Word or PDF. Please keep your CV 2/3 pages of A4 and include two references from recent or current employers/ clients. All applications will be acknowledged with an email receipt. Should you be shortlisted, we will invite you to interview. We will assess how you meet the experience, skills and qualities outlined in the Person Specification through the application form and interview.

## Timeline

### **Open Eye, Liverpool - Exhibition and engagement programme**

January 2023 - April 2023

### **LeftCoast and Blackpool School of Art - Exhibition and engagement programme**

April 2023- June 2023

### **Blackburn Museum and Arts Gallery - Engagement programme**

June 2023- July 2023

### **University of Salford -Exhibition and engagement programme**

September 2023- December 2023

### **Williamson Art Gallery and Museum - Exhibition, engagement programme and symposium**

January 2024 - March 2024

## Fee

A total of **£21,300** is available. This includes all fees, materials, public liability insurance, expenses, site visit, evaluation meeting, events, administration, meetings, VAT. The fee will be released in tranches upon invoice and competition of agreed milestones.

