

ARTES MUNDI

Project Manager for AM10 Community Programme

INFORMATION AND APPLICATION PACK

INTRODUCTION

Artes Mundi is the key internationally focused flagship visual arts organisation in Wales generating unique opportunities for individuals and local communities to engage creatively with the urgent issues of our time in ways which resonate with us all. We are committed to stimulating dialogue and debates, internationally and locally, that develop greater understanding of ourselves, of others, and of the relations between familiar and distant cultures.

In 2023 Artes Mundi will launch AM10, our tenth biennial exhibition and prize, celebrating our 20th anniversary of presenting groundbreaking international contemporary art in Wales. As the first pan-Wales iteration of the project, AM10 will take place across four cities with five venue partners. AM10 will presents a unique opportunity for us to meaningfully engage people living across Wales through co-creative projects directly involving their voices and contributions in bringing local heritage into conversation with global issues.

Working with partners across Wales, including Chapter; Glynn Vivian Art Gallery, Cardiff Kurdish Community Association, Oriel Davies, Mostyn and Valley Kids we will engage communities across Wales to draw out connections and meaningful dialogue between contemporary art and local heritage. Our focus is to foreground the experiences and histories of those peoples and their passion for local heritage and communities.

THE ROLE

The Project Manager will work with the Artes Mundi team and with our project partners to co-ordinate and support the delivery of a community-focused programme including short-term workshop projects, public events, training opportunities, and podcasts. This is an exciting opportunity to welcome new talent into our dedicated curatorial and programme team and supporting artists, curators, writers, and others working in the visual arts in Wales.

Reporting to Letty Clarke, Curator of Public Programmes, and Nigel Prince, Director, the Project Manager will play a key role in the delivery and design of all network activity, as well as contributing to the design of the wider Artes Mundi public programme.

KEY OUTCOMES FOR THE PROJECT

- A wider range of people will be involved in heritage as a result of the project.
- Heritage from across Wales will be better identified and explained through inclusion in the AM10 exhibition and public programme.
- People will have developed new skills, including both community participants, those contracted to work on the project, Artes Mundi organisational development and the organisational development of our partners
- People will have learned about heritage, leading to change in ideas and actions

DUTIES AND RESPONSIBILITIES

The Project Manager will:

- Arrange and attend partner meetings, maintaining an overview of all project activity,
- Working alongside the Curator of Public Programmes as a point of contact with all Engagement Producers, Contractors and Artists as the project evolves, contributing support and creative input as appropriate.
- Oversee and deliver all aspects of programme scheduling, coordinate logistics, manage internal/external briefings for effective delivery of all public events. This will include ensuring risk assessments and safeguarding protocols are completed and understood by all parties and ensuring contributors have completed the appropriate consent forms.
- Maintain an overview on the production of the AM10 Podcast, including support with coordinating recording sessions, co-developing and communicating the evolving stories and narratives within each episode to all partners and supporting the editing process,
- Attend and support with some workshop and events delivery, including some evening and weekend work, as well as travelling to different sites around Wales.
- Support with arranging access requirements for all project contributors and audiences, for example, arranging for BSL interpreters for specific meetings, or ensuring venues are accessible to the individuals and groups we work with,
- Supporting with arrangements in relation to inclusion for the individuals and groups we work with, for example, making sure a group's faith practices are respected when visiting venues or taking part in public events.
- Support the Curator of Public Programmes and the Marketing and Communications Officer in the promotion of public events and podcasts
- Support the Independent Evaluator with all project evaluation, including supporting with gathering data and feedback as necessary.
- Assist with collating information for drafting reports and evaluation for Artes Mundi
- Contribute to all Artes Mundi Team and Programme Meetings
- Have an understanding of the social model of disability and ideas about how it can be applied to working with artists, contributors and audiences.

THE PERSON

We are seeking an individual who has experience of working within the visual arts, is passionate about co-creative and people-focused practice, and who demonstrates a commitment to engaging with artists, writers and curators in contemporary visual arts within Wales. There are aspects of this role that are creative in nature, however, this role primarily involves planning and coordination.

We want to work with people who:

- Are open, curious and passionate about culture and the arts in Wales
- Are interested in sharing their ideas and are interested in listening to others
- Enjoy learning new things and taking on challenges
- Can work independently but are comfortable asking for support and guidance

This role will be primarily supported by the Curator of Public Programmes and Director, but you will also have contact and work with the whole Artes Mundi team. In addition, you will be in contact with our programme partners, who in the spirit of co-creative practice, will offer feedback and insights that will support you in your role.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

At least three years' experience working within contemporary visual arts and working directly with artists. Someone with experience of assisting or delivering community-focused arts projects is highly desirable. A Welsh or Arabic speaker is desirable.

SKILLS AND ABILITIES

- Facilitation of safe and brave spaces for collective sharing
- Researching, organising and planning resources, opportunities and events, and producing finished projects while meeting timelines
- Managing projects and events
- Having a positive approach to solving problems
- Analysing, prioritising and organising their work independently as well as being part of the Artes Mundi team
- Enjoying learning new things and taking on challenges
- Working on multiple tasks at the same time
- Strong computer skills including MSOffice package including Word, Outlook and Excel
- Arts administration including; organisational procedures, working with databases, office and IT systems
- Working with people from different backgrounds and with different lived experience across a wide range of levels and responsibilities
- Having good interpersonal and verbal communication skills
- Budget management
- A flexible approach to work, considering the needs of the organisation and colleagues in sharing your ideas and listening to those of others
- Ability to confidently advocate for yourself and others, or the ability to ask for support from others both inside and outside of Artes Mundi's staff team where necessary

Some of the skills you will further develop in this role include:

- Establishing collaborative decision-making in networks within the context of Wales
- Requirements of planning and realising ambitious national projects
- Experience of evaluation practices and how this can be used in future project planning and funding applications.
- Ability to think strategically and lead new innovative ways to develop communication for programmes
- Ability to build local, national and international professional relationships
- Developing written and verbal communication, team-working and negotiation skills

What we will do to support you to do your best work

The Project Manager will work closely and collaboratively with the Curator of Public Programmes and the Director who will be responsible for ensuring you are fully supported in your work. You will have regular contact time via Zoom as well as meetings in person.

We are committed to providing an environment that nourishes meaningful participation and positive learning experiences. The advantages of being a small core team will allow you to have regular, weekly contact with key members of staff in addition to contributing to formal planning and programming meetings.

Artes Mundi is committed to ensuring you can do your best work and will be able to support access needs as appropriate within the available budget and resources.

You will have significant opportunities while in post to develop your networks. In addition to the support provided by Artes Mundi, there will be an opportunity to engage with international artists and curators and their representing galleries. We will also develop connections between you and other partners across Wales. Invitations to exhibition openings and creative networking, events and opportunities will also be part of the role.

INCLUSIVE PRACTICES

Artes Mundi aims to become a truly inclusive organisation with a workforce and audience whose lived experience is as diverse as the communities we serve. This is fundamental to our future success and ability to continue to contribute to culture and society in Wales and the UK.

Artes Mundi is fully committed to ensuring equality in all our work and we are actively collaborating to create inclusive working cultures. We recognise that there are many people whose experiences and perspectives are not well represented in our work or in the arts sector in Wales, this includes people who are ethnically and culturally diverse, and who experience racism in our society, deaf, disabled and neurodivergent people and people from working class communities. We are especially encouraging applicants who can speak to one or more of these experiences and cultures, including Welsh speakers.

Please note that all interviews will take place online, using Zoom or alternative platforms on request. Further information and instructions will be given to applicants who are invited to an interview. The interview panel will include members of the Artes Mundi team.

TERMS OF APPOINTMENT

This position is offered as a 7 month contract on a freelance basis. An inclusive fee of £10,000 is available for an anticipated 3 days per week to be paid in monthly instalments by invoice.

Typical working hours are 9.30am-5.30pm. The post holder will be asked to deliver and undertake work on some evenings and weekends. Appropriate notice will be given.

HOW TO APPLY

Candidates should apply for this role using the **Application Form** and **Equal Opportunities Monitoring Form** and submit by email to opportunities@artesmundi.org quoting **Project Manager** in the subject line. Alternative options for application are detailed in the guide notes in this document.

Closing date for applications: Monday 4 September 2023

Interviews will take place: Monday 18 September

Preferred start date: As soon as possible (although this can be discussed at interview)

We look forward to receiving your application.

Project Manager for Artes Mundi 10 Community Programme
Application Form

Reference no For office use only

First name(s)	Surname
Address	
Post Code	
Telephone	Mobile
Email	

How did you hear about the role?

This section will be separated from your application form when received and will play no part in the application process

Reference no
For office use only

SUPPORTING STATEMENT

This is your opportunity to tell us specifically why you wish to apply for the post and what would make you a great Project Manager at Artes Mundi.

Tell us about how you would approach your work and the role. Use your previous and current knowledge, skills and experiences and provide examples that demonstrate how you would apply these to ideas, values and ways of working relative to the role.

As a guide to structure your statement, you may wish to consider some or all of the questions below.

- Why are you applying for this post?
- Tell us about your passions/ commitment to culture and the arts
- What do you enjoy about learning new things and taking on challenges?
- How do you prioritise tasks?
- Are there specific ways you plan and solve problems?
- How do you work with others and independently?

Overall your statement should be no longer than two sides of A4 at a minimum of 11pt font size. Alternatively, as detailed in the guide notes, this may be submitted as a video or sound recording. If you use this method, then it should be no longer than 10 minutes maximum in duration.

If you decide to submit a video or audio recording, make sure that the recording has minimal background noise. Please do not add in additional effects to these submissions – just speak directly and clearly into the microphone or camera. Video and audio recordings can create large files which might be challenging to send by email so please send us links and passwords to your files on either Youtube, Vimeo or Soundcloud or alternatively email them to us using Wetransfer at opportunities@artesmundi.org with “Assistant Curator of Public Programmes” in the subject line.

Reference no For office use only

Current or most recent employment (Paid or unpaid)

Name & address of employer	
Job title	Dates employed
Period of notice required if any	
Give a brief outline of your main duties and/ or responsibilities	

Knowledge of spoken Welsh or other languages. Please specify language and level (e.g. entry, foundation, intermediate, advanced, proficient)

A second language is not necessary for this post

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Other employment and volunteer work (Paid and/ or unpaid)

Please list the most recent first

From To	Name & address of employer	Role and responsibilities	Reasons for leaving/ moving on

Education and Training

Please give details of any qualifications obtained and those currently being pursued, and any training that you have undertaken or that is continuing.

Please list the most recent first

School/ College/ University/ Training Provider	Subjects and grades and/ or Course title	Dates obtained

Verification

I confirm that to the best of my knowledge the above information is correct.

I confirm that I am not in full time education (12 hours or more formal study a week)

I confirm that I am entitled to work in the UK

Data Protection Act

Please note that when you sign this form it gives permission for the application form to be used for recruitment processing. All details will be kept confidential.

Signed:

Date:

Please note that our Equal Opportunities Monitoring Form will have to be completed separately and will not be used for shortlisting in line with our Equality and Diversity Policy.

Completion of this will assist Artes Mundi in their commitment to being an equal opportunities employer.

Referees

Please give the details of two referees, one of which should be your current, or most recent employer if you are currently not employed. The other could be a person who can express a professional opinion on your work and your ability to perform the job for which you are applying.

We will not contact referees before an interview.

Name	Name
Job title	Job title
Name of organisation	Name of organisation
Address	Address
Contact Tel Contact email	Contact Tel Contact email
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

Thank you for your interest in Artes Mundi and for taking the time to complete this application form