



## **Arts Project Manager (part-time freelance contract)**

### **Job Description**

#### **About MGSO4 Epsom & Ewell Arts**

MGSO4 Arts was formed in 2015 as a grassroots response to the lack of high-quality artistic activity locally. As a registered charity, we have delivered outreach arts projects, commissioned new work, programmed live music performances and hosted two week-long multi-arts festivals – with the third in 2020 being cancelled due to Covid-19.

#### **About our team:**

We are a friendly and dedicated group of trustees and volunteers, who live locally and want to make Epsom and Ewell a more exciting and colourful place to live. The trustees have a range of professional backgrounds but all share a keen interest in the arts and seeking out new cultural experiences.

We're passionate about encouraging the people in our community to be enriched and inspired by engaging in visual arts, music, theatre, dance, literature and everything in between. We're proud of the activities – both innovative and fun – that we have delivered so far, helping to place arts and culture at the heart of Epsom & Ewell.

Due to the restrictions placed upon us during the coronavirus pandemic, we had to postpone our 2020 Festival. But we are pleased that we are now planning to deliver a series of adapted activities for children and young people, supported by Arts Council England.

#### **Purpose of Role:**

To lead and co-ordinate the delivery of three specific funded activities up to July 2021, in line with the charity's aims and objectives.

To work with commissioned artists and community partners to deliver dance, music and visual arts activities for children and young people, in accordance with the Covid-19 restrictions in place.

This is a fantastic opportunity for a self-motivated person to generate creative solutions and make something happen.

Your main point of contact will be a designated trustee who will meet with you virtually and in-person. You'll also be warmly welcomed at our trustees meetings which are generally held on a weekday evening.



### **The Person:**

You'll be an extremely organised person who enjoys collaborating with others towards a common goal.

You are enthusiastic about the arts and making our community a better place to live. You're keen to see more creativity and vibrance in Epsom & Ewell, particularly for children and families and you like making things happen.

There's no need to be an artist yourself though; this is a project management role for a creative thinker and good all-rounder.

From day one, you'll be given space and responsibility to get your teeth into this exciting and meaningful project, with support from trustees and volunteers. Highly motivated with uncompromising focus on quality, you'll bring this focused programme of events to life.

### **Key Responsibilities:**

#### **1. Planning**

- Work with artists to adapt specific funded activities for children and young people, to ensure they can be delivered within Covid-19 restrictions
- Liaise with relevant community and cultural groups, local authorities, schools and artists
- Develop a delivery plan and timeline
- Recruit and manage event volunteers

#### **2. Delivery**

- Deliver events and activities in line with the vision of the charity and creative partners
- Risk assess activities, being sensitive to up-to-date guidelines and observing restrictions due to Covid-19
- Liaise with established creative outreach partners, including schools, to ensure practical requirements are agreed for delivery
- Collaborate professionally with partners, Charity Trustees, artists and the general public to enable the delivery of activities and events
- Ensure sound management of activities, the delivery of outcomes, budget management and adherence to timescales
- Liaise with agreed venues to ensure that work is programmed into the appropriate space



**epsom and ewell arts**

### **3. Finance and governance**

- Monitor finance and ensure spending is kept within allocated budgets
- Obtain and check invoices from artists and suppliers
- Manage negotiations with venue partners and artists; securing agreements that are fair, thorough and robust

### **4. Producing**

- Lead production and management of summer 2021 events and activities
- Develop and maintain systems and ensure that timelines are adhered to
- Work within the guidelines of MGSO4's strategic plan, goals and objectives
- Report on development and progress at trustee meetings

### **5. Marketing and digital**

- Promote events on MGSO4's social media channels
- Brief suppliers to produce marketing materials, within MGSO4 brand guidelines
- Ensure all the necessary material is acquired to promote and market events or activities
- Add posts to MGSO4's WordPress website
- Advocate for and raise the profile of MGSO4 Arts

### **6. Evaluation**

- Design methods of feedback and evaluation to record statistical evidence in order to measure success of activities
- Complete an evaluation report for funders



## Person Specification

### *Essential skills and attributes:*

- Good knowledge of the arts sector and current cultural trends
- Strong commitment to MGSO4's vision and objectives
- Experience of activity programming, management and delivery
- Strong project management skills
- An ability to multi-task and work under pressure
- Experience of managing small budgets
- Willingness to be flexible, solve problems and undertake some work outside core office hours
- Good understanding of, and commitment to diversity and inclusion
- Ability to establish and build relationships with local organisations, partners and stakeholders including: schools and colleges, local council, arts venues and individual artists.
- Excellent verbal and written communication skills, with attention to detail
- Experience of planning activities for children and young people
- Understanding of digital programming opportunities
- Good administration skills including use of Microsoft Office.
- Experience designing social media campaigns to promote events (Facebook, Instagram and Twitter)
- Experience of creating and carrying out risk assessments
- Knowledge of the local Epsom and Ewell community, including geography and demographics.

### *Desirable skills and attributes:*

- Excellent local contacts
- Experience working or volunteering directly with children and young people
- Experience working or volunteering with children and young people with disabilities
- Experience of managing volunteers

A DBS check will be required.

This is a home-based freelance contract role, which can be carried out during hours to suit the successful candidate.

The role will require attending meetings with the trustees and stakeholders in Epsom and Ewell.



**Contract:**

This is a part-time contract, beginning in April 2021, running until 3 August 2021. The day-rate is £150 per day including VAT, with the maximum contract value of £4,500 including VAT (30 days). The contractor is expected to commit an average of 2 days a week.

The day-rate is based on the applicant providing own laptop and telephone and must include expenses. Such expenses include the cost of internet and telephone charges, printing at A4, and travelling to meetings in Epsom & Ewell.

The contractor will not be eligible for holiday pay or sick pay.

The contractor will be remunerated on receipt of a monthly invoice, along with detailed records of time spent on a daily basis and the associated work undertaken.

**To apply for this role:**

Please email your CV and supporting cover letter (no more than one page) telling us why you would be a great candidate for this role, to: [ali@aliwatersassociates.co.uk](mailto:ali@aliwatersassociates.co.uk) by midday Monday 15<sup>th</sup> March 2021.