

**May 2017**

## **New Geographies of the East Project Manager (Fixed Term until March 2020)**

Wysing Arts Centre is leading an ambitious region wide project, *New Geographies of the East*, on behalf of the East Contemporary Visual Arts Network (ECVAN). Through community nominations of overlooked places, the project will reimagine a new map for the East of England (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk) and create a cultural destination of international standing. Nine ECVAN partners will take the lead on a series of community engagement projects and ambitious new commissions with international artists in partnership with arts and community organisations across the East of England over the course of the three-year project.

The project aims to:

- Make art part of the everyday for more people
- Build more audiences for art
- Think of the idea of 'place' in new ways
- Raise the profile of the local partner arts organisations based in the region
- Highlight the east of England and make it more of a cultural destination
- Provide opportunities for artists to make new work
- Bring people together to share stories

With successful funding through the Ambition for Excellence programme, we are now seeking a freelance Project Manager to support the delivery of *New Geographies of the East*, working in partnership with the organisations within the ECVAN network alongside external partner organisations.

We want to deliver the project:

- With a sense of adventure and journey
- By being curious and asking questions
- With a belief that every voice is different – there is no uniformity
- By celebrating the beauty and challenges of the region (from vast skies to coastal erosion)
- With the informality of the everyday
- By embracing multiple languages and nationalities

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## JOB DESCRIPTION

<b>Post:</b>	New Geographies of the East Project Manager
<b>Hours:</b>	2 days per week on average; flexible working in line with project requirements.
<b>Reports to:</b>	Head of Partnerships, Wysing Arts Centre
<b>Fee:</b>	200 days at £250 daily rate. The successful applicant will be responsible for their own Tax and NI arrangements. Workspace available at Wysing Arts Centre
<b>Contract:</b>	200 days delivered over a fixed term period to 31 March 2020. Start date negotiable

Summary and purpose of the role:

Wysing Arts Centre is leading an ambitious region wide project, *New Geographies of the East*, on behalf of the East Contemporary Visual Arts Network (ECVAN). Through community nominations of overlooked places, the project will reimagine a new map for the East of England (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk) and create a cultural destination of international standing. Nine ECVAN partners will take the lead on a series of community engagement projects and ambitious new commissions with international artists in partnership with arts and community organisations across the East of England over the course of the three-year project.

The New Geographies of the East Project Manager will have primary responsibility for supporting the delivery of the programme, working in partnership with the organisations within the ECVAN network alongside external partner organisations. The post will support the delivery of community outreach programmes, leading to major international commissions across the region. The successful candidate will be committed to building new audiences for contemporary art and for the organisations within the network into the long term.

### Main Duties and Responsibilities

- To represent New Geographies of the East on behalf of the network and to promote the project to a wide range of audiences and stakeholders.
- To work with Wysing's Head of Partnerships to develop a systematic way of supporting the nine partners in their outreach programmes and commissions.
- To build relationships with co-commissioners and partners.
- To work with the network and partner organisations to ensure that a high quality and coherent artistic programme is delivered.

### Project Management

- To be the main point of contact for New Geographies of the East Project.
- To execute project work plans and revise as appropriate.
- To create and manage a risk register for the programme.
- To chair, attend and report to sub-group project meetings and the New Geographies steering group meetings.

- To issue and monitor Partnership and Funding Agreements with support from the Head of Partnerships.
- To draft contracts and agreements with arts practitioners and arts organisations in relation to New Geographies in liaison with the Head of Partnerships.
- To manage the procurement of consultants and advisors throughout the project.
- To work with external consultants (landscape architect, quantity surveyor etc) and identify other resources required where appropriate.
- To be the main point of contact for supporting the nine partners in relation to issues related to the delivery of the commissions.
- To support the delivery of the artist and curator development initiative, including planning itineraries and travel with regional and international partners.

#### Financial

- To manage project budgets as agreed with the Head of Partnerships.
- To provide financial reporting and other management information on a timely basis.
- To ensure that Grant Monitoring information is updated in line with funding requirements.
- To work with the nine partners to support the development of funding applications to secure additional resources for the project.

#### Marketing and Communications

- To work with the Communications subgroup, Project Partners and the Press Partner to develop and implement the communications and marketing plan for New Geographies of the East.
- To work across the internal and wider project team to update social media channels and website with relevant project information.
- To liaise with external communications and PR companies, Project Partners and the Press Partner to embed New Geographies of the East within region-wide related communications.
- To provide copy and images for the project website, publicity leaflets and press releases in liaison with the Communications sub-group.

#### Monitoring and Evaluation

- To work with the evaluation framework and Project Partners to ensure the evaluation methodology is used and disseminated widely.
- To ensure that all projects are properly evaluated and that the necessary information is gathered for monitoring purposes.

#### General

- To undertake any other duties related to the role as requested by the Head of Partnerships.

### **Person Specification: New Geographies of the East Project Manager**

#### **Essential Knowledge and experience**

- Experience of curating/producing high quality arts programmes and commissions.
- Proven track record of managing a project on time and on budget.

- Knowledge of public art and community projects.
- Degree level qualification or equivalent professional experience.
- Highly numerate including sound business planning, budget and financial management skills.

#### **Essential Skills and qualities**

- Excellent project management skills and the ability to prioritise and work to deadlines.
- Ability to represent the organisation appropriately and exercise delegated authority.
- Ability to work well with a wide range of people including negotiation skills and the ability to see a situation from all sides.
- Excellent written and verbal communications skills.
- Experience of updating website content & marketing using social media.
- Full driving license & access to a car for business use.
- A self-starter with a high degree of initiative.
- Strong team-player with collaborative working-style.
- An understanding and empathy with the aims of the project and a commitment to developing new audiences for art.
- Commitment to promote positive measures to eliminate discrimination.

#### **Desirable experience, skills and qualities**

- Demonstrable ability to work within a complex operating environment across a range of different stakeholders.
- Knowledge and experience of working within the visual arts sector.
- A commitment and enthusiasm for the East Region of England.
- An understanding of the diversity in the East region of England.
- A desire to engage with communities from diverse backgrounds.

## **ABOUT THE EAST CONTEMPORARY VISUAL ARTS NETWORK (ECVAN)**

Formed in 2009, ECVAN delivers collaborative projects with visual arts organisations, artists and curators from across the eastern region. We explore new ways of working together to build on the region's diverse and exciting range of activity, delivering projects that support artists and the arts infrastructure.

To date, ECVAN has achieved a successful programme of exhibitions, events, public talks, training workshops, staff development opportunities, knowledge sharing events, and the production of a print portfolio called Eastern Pavilions in 2011 supported by a network of patrons and region wide events.

The ECVAN network has recently been exploring opportunities to develop collaborations with artists and institutions in the Netherlands – our closest European neighbour and home to some of the most radical and influential arts organisations in the world. Our aim is to establish long-term partnerships and develop collaboration and co-commissioning opportunities. Our first public event in this new endeavour took place on 2 April 2016 at Focal Point Gallery, Southend in the form of a symposium entitled *Working Together*.

In 2017, ECVAN was successful in achieving funding through the Ambition for Excellence programme from Arts Council England to expand our international and community engagement opportunities as a network. **New Geographies of the East** is an ambitious programme that will deliver 10 major site-specific visual arts commissions, developed with and for communities in the East of England and with international partners from the Netherlands. The programme will be accompanied by an extensive community engagement programme and an artist and curator development initiative.

The *EAST Contemporary Visual Arts Network* (ECVAN) is chaired and coordinated by Wysing Arts Centre. The steering committee currently includes:

Art Exchange, University of Essex, Colchester; Bedford Creative Arts; Black Barn Project Space, Norfolk; Deborah Smith Projects; Departure Lounge, Luton; East Gallery<sup>NUA</sup>, Norwich University of the Arts; Focal Point Gallery, Southend; Kettle's Yard, Cambridge; Norwich Castle Museum & Art Gallery; Outpost, Norwich; The Sainsbury Centre for Visual Arts, Norwich; Smiths Row, Bury St Edmunds; The Minories, Colchester School of Art; University of Hertfordshire Galleries, Hatfield & St Albans; Wysing Arts Centre, Cambridge; freelance curators Lynda Morris and Kath Wood; and artists Sarah Evans and David Kefford (Aid & Abet).

## **ABOUT NEW GEOGRAPHIES OF THE EAST**

New Geographies of the East is a three-year partnership between nine arts organisations in the east of England. Through an open call, we will ask people to nominate overlooked or unexpected places in the region that they find meaningful and interesting to them. By asking ‘what is a forgotten place that you think is important to highlight?’ we want more people to share their stories, building upon an active discussion with the potential to connect us to each other and to reimagine our idea of ‘place’.

The public nominations of overlooked places will create a new map of the East of England made by those who live here and visible on a dedicated project website.

In response to these nominations we will commission artists – based both nationally and internationally – to highlight some of those places with new site-specific work. This combination of local knowledge and world-class art seeks to create a new vision of the East of England as a place to encounter excellent art in unexpected places.

Each artwork will be different but all the projects will be united by one thing: their inspiration taken from the people and places where they’re located. New Geographies of the East will create a new democratised map for our region whilst experiencing high-quality international art in unexpected locations.

Alongside the commissioning strand is an artist and curator development initiative which will see exchanges between the Netherlands and the East of England including studio and organisational visits by the participating partners.

The project aims to:

- Make art part of the everyday for more people
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How we want to deliver this:

- With a sense of adventure and journey
- By being curious and asking questions
- With a belief that every voice is different – there is no uniformity
- By celebrating the beauty and challenges of the region (from vast skies to coastal erosion)
- With the informality of the everyday
- By embracing multiple languages and nationalities

The ECVAN partners delivering the project are:

- Art Exchange, University of Essex, Colchester
- East Gallery<sup>NUA</sup>, Norwich University of the Arts
- Firstsite, Colchester

- Focal Point Gallery, Southend-on-sea
- Kettle’s Yard, University of Cambridge
- Norwich Castle Museum & Art Gallery, Norfolk Museums Service
- originalprojects;, Great Yarmouth
- UH Galleries, University of Hertfordshire, Hatfield
- Wysing Arts Centre, Cambridgeshire

Dutch partners include:

- The Rijksakademie van beeldende kunsten
- Casco: Office for Art, Design and Theory
- If I Can’t Dance, I Don’t Want to be Part of Your Revolution.

We will each work alongside a host of additional local partners including Great Yarmouth Borough Council; Festival Bridge, Norfolk & Norwich; CPP Marketplace, Fenlands & Forest Heath; and Vivacity and Metal in Peterborough to name a few.



University of  
Hertfordshire **UH**

**art  
exchange**

**originalprojects;**

**KETTLE’S YARD**

**Firstsite**



## **RECRUITMENT PROCESS**

Deadline for applications is Sunday 18 June.

Interviews will take place on Tuesday 27 June at Wysing Arts Centre.

Applications should be made online via Submittable, [here](#).

Once you have set up a Submittable account you can return to your application any time up until the deadline which is midnight on 18 June.

Please allow enough time to approach us with any questions or queries in using the Submittable website.

We are not able to accept applications after the deadline.

Please include:

1. Details of your previous employment and relevant work experience. List each employer and give a short description of your role alongside dates of employment and reason for leaving.
2. What interests you about the post and working with ECVAN on this project? Please use this section to articulate why you want to work on *New Geographies of the East*.
3. Information on how your skills, abilities, and experience match the key points in the job description and person specification.
4. Your contact details.
5. Contact details of two referees.