We are looking for a Fixed Term Heritage Project Manager to join our team to work on an exciting new project called *A Waterman’s Race*.

Thames Festival Trust is an arts organisation which delivers festivals, stand-alone commissions, river-based events, heritage projects and education programmes. We have a twenty-year track record of using learning, culture and creativity to amaze, excite and inform. Our work helps bring communities together, originally around the River Thames, and now in cities across the UK and the world. The Trust is committed to producing excellent work and we strive to improve access and increase diversity across the Arts & Culture sector.

The Project Manager for *A Waterman’s Race* will work with our Director, Adrian Evans, and will be responsible for all elements of the project’s administration and delivery, ensuring that the project meets its objectives and that it comes in on time and within budget.

*A Waterman’s Race* focuses on the social history of working class men and women’s involvement in the sport of rowing on the Thames tideway during the last half of the twentieth century and it explores the important place that the Race for Doggett’s Coat & Badge has within this context.

This project will be promoted as part of Totally Thames 2018.
DUTIES & RESPONSIBILITIES

General

- Relationship management, being the first point of contact with project stakeholders and the general public
- Write and supply information about the project to funders, stakeholders and the media
- Manage the project budget and report on financial matters to TFT General Manager

Volunteer & Heritage Training

- Recruit and manage volunteers
- Arrange and Manage training days for volunteers, including venues and participants
- Compile information pack for volunteers about the project and heritage background
- Manage Interpretation Workshops

Oral History Recordings

- Research, identify and arrange sessions with oral history interviewees.
- Manage producing oral history interview question lists with volunteers prior to interviews.
- Manage oral history consent forms, and confirm that all parties are fully aware of its contents
- Supervise oral history recordings, including finding spaces, supplying working equipment, accompanying volunteers to the interview, and backing-up recorded audio
- Manage the production of oral history interviewee summaries
- Gain sign-off on all oral history interviews and transcripts with volunteers, and manage amendments

Production of Oral History Film

- Work with the Trust’s commissioned film company on the production of the film
- Prepare all background research and a brief for the film company
- Manage relationships with participants
- Assist the film crew with locations for filming
- Supply archive photographs/film footage, and licenced music
- Liaise with the production crew on post-production and final sign-off of the film
- Arrange screenings, DVD production and distribution

Exhibition and Events

- Prepare background research and archive materials for the curator
- Work with curator and designer on the sign off exhibition materials
- Manage exhibition installations
- Recruit, train and manage volunteers for exhibition invigilation
- Organise wrap around talks programme for the exhibition
- Special event management
Liaison and Cataloguing with Heritage Partner Archive

- Training at Heritage Partner Archive in catalogue system
- Supervise volunteers to catalogue and input data into Heritage Partner Archive Systems
- Manage accession of materials into archive

Evaluation & Report

- Manage the project evaluation process and submit all reporting to HLF through online portal
- Conduct volunteer, audience and participant surveying and analyse the results
- Compile a project report to be submitted to stakeholders

Staff are also expected to:

- Undertaking other duties as may be reasonably required
- Provide support for each other, to cover for each other’s area of work during absences, to share information and to contribute generally to the smooth running of the TFT office and general activities
- Assist with special event management including cultivation and networking events, launches, etc.
PERSON SPECIFICATION

Essential Skills:

• Excellent project management experience
• Experience of recruiting and managing volunteers
• Personable and confidence in communicating with a number of different people
• Proven experience in writing and proofing copy
• Good IT and presentational skills
• Ability to prioritise workloads and work under pressure
• Flexible in approach and ability to be quick thinking and resourceful
• Practical and proactive in attitude and willing to support teams where necessary
• Knowledge of and commitment to the principles of diversity and equal opportunities and how to apply them in the work place

Desirable Skills:

• Knowledge and experience of managing heritage projects, exhibitions, cataloguing, archive research, talks and discussions
• Knowledge of the River Thames and London History
• Assertive and the ability to negotiate

Terms of contract:

Fixed term until March 2019
Reporting to: Director
Fee: £22,000
This may be delivered a part-time role

Deadline for applications: Friday 6th April, 5pm
Interview date: Friday 13th April
Start date: Ideally the candidate would be able to start as soon as possible