



# HERITAGE PROJECT MANAGER JOB DESCRIPTION

29 January 2019

We are looking for a Project Manager to join our team to work on an exciting new heritage project called *The Barking Stink*.

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 one-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 *The Barking Stink* 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.

Historically, it has been common planning practice to locate the most foul-smelling industries downwind of the capital city and, for a hundred years or so, from the mid-nineteenth century, they gathered in ever greater numbers around Barking Creek. *The Barking Stink* focuses on Barking's industrial heritage from 1850 to 2000. We will create a 'scented history' through archive research, recording oral history testimonials, generating short animated films and exhibitions in the public realm.

This project will be promoted as part of Totally Thames 2019, our annual season of events taking place along the River Thames in London during September.

# 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 (basic audio editing skills are an advantage)

## 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
- Assist curator with content for the exhibition, including copy and images
- Liaise between the curator and exhibition designer
- Manage exhibition print and installation
- 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**

- Undergo 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 Heritage Lottery Fund through their 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
- Experience of managing and working closely with creatives
- Proven experience in writing and proofing copy
- Good IT and presentational skills
- Ability to balance long term outcomes and vision for the project with short term goals
- 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
- Confidence in presenting the project to stakeholders, partners, contributors and the general public

## 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: March to November 2019 (9 months)

Reporting to: Director

Salary: £17,500 (equivalent £23,340pa)

Deadline for applications Friday 15 February at 5pm

Interview date: Thursday 21 February