

The Future is Us Assistant Project Manager Role Description

Role title:	Assistant Project Manager
Reports to:	Project Producer
Contract:	Freelance Contract
Salary/Fee:	£5,250 for 35 days @£150/day
Hours:	Days to be worked flexibly between March – July 2022
Place of work:	Your principal base will be the Melville Arts Centre in Abergavenny. Administrative systems and organisational support will be through the Borough Theatre.

Purpose of role:

The Future is Us is an ambitious R & D project based in Abergavenny and North Monmouth. Delivered in partnership between The Borough Theatre and the Melville Theatre, the project aims to connect with and capture the creative spirit of young people in the area. Through partnership and consortium working, we want to put young people at the centre of the project design and development.

The project is intended to bring together North Monmouthshire youth to voice their perspectives, to identify their shared experiences and concerns and work on ideas for the future. The project promotes ownership of individual opinions/views and shared creativity.

We are seeking an enthusiastic and able Assistant Project Manager to take on a number of project management and administrative aspects of the project. You will be working closely with the Project Producer and assist in managing the various project strands consisting of cross genre artforms such as, but not exclusively, Music, Theatre, Visual arts, Film & Digital technologies, Dance.

Tasks will include managing project planning aspects such as scheduling, communication and project admin, as well as supporting the Creative Facilitators and planning the culmination of the project, a Youth Arts Festival taking place over the Jubilee Bank Holiday weekend.

There are five phases to the project:

1: Project Development

You will be involved in all planning aspects of the project, attend artists planning meetings and workshops, communication with schools and community groups, working with the larger network of youth and cultural organisations through which young people can, and do, access cultural opportunities from schools to brass bands, youth clubs to scouts and guides, amateur youth choirs to professional dance schools.

2: Engagement

You will organise discussion events and workshops with young people and support others doing so, keeping a close eye on health and safety, time management and attendance. You will be an essential part of a team, producing taster events and workshops to attract young people to participate in the project.

3: Exploration

You will assist and support activity that builds creative industry skills, that allows reflection, exploration, analysis and comment on subjects and themes identified in the previous phase.

4: Coming Together

The work will culminate in a Youth Arts Festival, taking place over the Jubilee Bank Holiday Weekend (2nd to 5th June 2022) You will take an active part in organising the frameworks and events to showcase the skills, cultural activity and aspirations of the young people. Shaped by the project process the format may be a mini arts festival, a series of performances or exhibitions, a local youth conference, a take over town event or arts activity weekend.

It will also be a chance to reflect on the project itself and provide ideas and thoughts for future developments and activity.

5: Evaluation

As Assistant Project Manager, you will be expected to engage with and feed into the evaluation process of the project.

Key tasks & responsibilities:

- To support the Project Producer with administration, project planning and delivery of the project.
- To support the creative team in their work, including supporting the creative process and project delivery
- To communicate clearly with the creative team, schools and community groups as well as project partners and stakeholders
- To work closely with the Social Media Manager to ensure social media channels are used effectively to recruit and communicate with participants
- To attend workshops and rehearsals throughout the project, paying attention to Health and Safety Protocols, Safeguarding, Covid Safety and time management.
- To adhere to Monmouthshire County Council policies as required

Essential Criteria:

- Experience of project managing inclusive youth arts projects and participant focussed projects
- Experience of arts project management
- Experience of working within the voluntary and amateur cultural activity
- Knowledge of the Welsh Arts/cultural sector infrastructure
- Experience of organising inclusive creative projects with multiple elements
- High level of computer literacy with word processing, spreadsheets and presentation software
- Mobility to travel around North Monmouthshire
- Willingness to work weekends and evenings when necessary
- A working knowledge of, and ability to work within existing safeguarding policies
- An understanding of social media and the requirements of online platforms
- A current DBS check

Desirable Criteria:

- Ability to speak and communicate in the Welsh Language
- A can-do attitude and ability to use ones initiative.

How to Apply:

Please read the role description and person specification below and send you CV and covering letter telling us why the role is of interest to you and how your skills match what we are looking for.

Send everything to Project Producer: asa.malmsten@coachcreate.co.uk

The deadline for submission of applications is 12.00 noon on Friday 4th February 2022.

Interviews will take place on Tuesday the 8th February 2022.

We are looking to complete the recruitment process by the 11th February, with a view of having an Assistant Project Manager in place from March 2022.

If you have any special access requirements to enable you to apply for this role, please let us know by emailing Project Producer: asa.malmsten@coachcreate.co.uk