

JOB DESCRIPTION

POST:	Turner Prize 2017 Project Manager	DEPARTMENT:	Programming and Delivery
REPORTS TO:	Executive Producer	DIRECT REPORTS:	Project Assistant Project Temporary Staff Project Volunteers

SALARY: Competitive

LOCATION: Hull

CONTRACT TYPE: Fixed term Feb 2017 to Jan 2018.
Full time. Option on part-time Feb/March, Nov/Dec/Jan.
This role will be available either as a Salaried Position or
Freelance Contract depending on the successful candidate.

PURPOSE:

In 2017, the eyes of the world will be on Hull as it becomes UK City of Culture. Hull UK City of Culture Ltd. has been set up to deliver 365 days of transformative culture through a range of diverse and high-profile events and projects.

Hull 2017, in partnership with Tate and Ferens Art Gallery will be delivering the Turner Prize in 2017. Established in 1984, the Turner Prize is awarded to a British artist under fifty for an outstanding exhibition or other presentation of their work in the preceding twelve months. Ferens Art Gallery will host an exhibition of the four nominated artists' work between September 2017 and January 2018. The winner will be announced in early December in an awards ceremony held in Hull and broadcast live on the BBC.

The Turner Prize Project Manager will be pivotal to the successful delivery of Turner Prize 2017, leading the delivery team, liaising with stakeholders and ensuring that all aspects of the project are delivered to a very high standard, within timeframes and budgets and to meet the strategic objectives of all partners.

RESPONSIBILITIES:

Project Management / Producing

- Take responsibility for the day-to-day management of the Turner Prize 2017 project.
- Co-ordinate and lead project team meetings and be the key point of coordination for all members of the wider Turner Prize team.
- Work with the Executive Producer and other members of the Hull 2017 teams and personnel from the partner organisations to develop the detailed overall project plan for Turner Prize 2017.
- Create and maintain key project management tools and documents including budgets and timelines and ensure all project information is continuously kept up to date on Hull 2017 project management systems.
- Provide other teams with the requisite information to create and maintain other discrete plans and strategies for project delivery.
- Manage the project budget including procurement of any necessary external services.
- Attend wider Hull 2017 team meetings to drive and report on the progress of the project within the context of Hull 2017.
- Provide regular updates on progress to the Executive Producer and to the partner organisations.

Relationship Management

- Build effective working relationships with key partners including Tate, Ferens Arts Gallery/Hull Culture & Leisure and the BBC.
- Manage the relationships in line with the contractual agreements in place, working closely with the Executive Producer.

Exhibition

- Work closely with the Turner Prize 2017 Curatorial Team-to deliver an outstanding exhibition of the nominated artists' work.
- Project Management of all aspects of mounting the exhibition - working closely with the curators, Ferens Art Gallery and temporary project staff - including exhibition design, securing of loans, build and installation, transport, security and insurance.

- Planning for the ongoing running of the exhibition, including scoping and coordination of all additional staff required - invigilators and volunteers - special events and tours.
- Negotiate artists' contracts and issue in a timely manner
- Overseeing planning and delivery - with relevant colleagues - of interpretation materials, exhibition catalogue and artist films.
- Artist liaison including travel and accommodation arrangements

Events

- Working closely with Hull 2017 Head of Events, Director of Communications and Technical and Operations team to deliver key events including Press Preview, Opening Event and Awards Ceremony, to include, compiling invitation lists, managing external suppliers such as caterers and production companies, managing content including speaker/presenters, managing event staff.

Broadcast

- Facilitate the requirements of the BBC, as broadcast partner, in delivering Turner Prize related content, including the live broadcast of the Awards Ceremony.

Marketing & Communications

- Work with the Marketing and Communications Teams from all partner organisations and external PR agency to ensure that a joined-up Marketing and Communications plan is developed and delivered and is effectively integrated into the overall project management plan.

Learning and Engagement

- Work with Hull 2017s Learning and Engagement team and equivalent teams from partner organisations to develop and deliver an ambitious programme for wider public engagement in Turner Prize 2017.
- Ensure that access is proactively considered at all points in the planning and that relevant measures are taken to enable the widest possible audience can engage with Turner Prize.

Financial

- Manage project budget as agreed with the Executive Producer including forecasting, running and reconciliation.
- Work within Hull 2017's finance and accountancy procedures. This will include the timely and accurate signing off and coding of purchase orders, invoices and expenses claims, as well as regular updating of budget projections and cashflows, together with the provision of other financial information as required.

Monitoring & Evaluation

- Ensure that the project is properly evaluated and that the necessary information is gathered for monitoring and evaluation.

Other

- Comply with all Hull2017 policies to include policies on procurement, sustainability, equal opportunities, volunteering, Health & Safety, evaluation & monitoring.
- Sign and observe Hull 2017's non-disclosure agreement.
- Represent the Programming & Delivery team at events as required.
- Contribute to the development and successful delivery of the overall Hull 2017 project.
- Any other duties that are commensurate with the post as agreed with the Executive Producer.

PERSON SPECIFICATION

REQUIRED SKILLS & EXPERIENCE

- Proven and extensive experience of project management in the arts and preferably in contemporary visual arts
- Experience of exhibition and event delivery
- Extensive experience of partnership working and managing stakeholder relationships
- Experience of building and managing six figure project budgets
- Excellent presentation and communication skills
- Experience of managing staff
- Experience of Health & Safety regulations
- Proficient IT skills

DESIRABLE SKILLS & EXPERIENCE

- Knowledge of event scheduling systems
- Delivery of projects involving significant national organisations
- Monitoring and reporting
- Working knowledge of rights, IP, broadcast issues
- Delivery of public programme and learning and engagement projects
- Experience of coordinating marketing and communications strategies

PERSONAL ATTRIBUTES

- Ability to manage multiple priorities and meet deadlines
- Interest in contemporary visual arts
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job
- Commitment to achieving high standards
- Ability to take own initiative as well as working as part of a team
- Ability to work effectively under pressure
- Ability to show initiative and resilience when dealing with change

HOW TO APPLY

Please send the following to recruitment@hull2017.co.uk:

- Curriculum Vitae
- Covering letter (no more than two sides of A4)
- Current salary and any salary expectations
- Completed equal opportunities monitoring form

ADDITIONAL INFORMATION

CLOSING DATE: 9.00am Monday 12 December 2016

INTERVIEW DATES: Thurs 15th December 2016

FURTHER INFORMATION: www.hull2017.co.uk

Hull 2017 is an equal opportunities employer and welcomes applications from all sections of the community.