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## **Curating for Change Project Manager Job description and Person Specification**

### **PURPOSE OF THE ROLE**

Screen South wishes to appoint a Project Manager with a passion for bringing about change in the Museum Sector, enabling more equity for D/deaf, disabled and neurodivergent people. The Project Manager will be undertaking the day-to-day management and delivery of the pioneering Curating for Change project. Therefore you will have excellent project management skills, particularly as you will be required to manage a large and complex budget of over £1million. You will also have expertise in sustaining successful partnerships, people management, and workplace training or mentoring programmes. Previous experience of working with Museums, an understanding of curatorial roles and working with disabled people would also be advantageous.

The Project Manager, supported by the Head of the Accentuate Programme, will provide regular support to D/deaf, disabled and neurodivergent Fellows and Trainees, work with museum hosts to identify and remove any access barriers and co-ordinate a professional development programme of activities including the Level 3 Diploma in Cultural Heritage and Peer-to-Peer network events. The Project Manger will also be responsible for day to day cashflow and budget management and reporting to funders. The Project Manager will work closely with the Head of Accentuate to deliver the key ambitions of the project:

- tackle the underrepresentation of D/deaf, disabled and neurodiverse people within the Museum Sector,
- build a supportive and proactive network of partner museums to bring about positive change and share learning
- and bring to greater prominence the heritage of D/deaf and disabled people within museum's collections and displays.

The Project Manager will be employed for a maximum 23 months fixed-term contract to undertake the above work. This is a full-time role with a salary of £33,000 per annum.

### **BACKGROUND**

Screen South is a not-for-profit Creative Development Company operating in the wider creative and cultural community. Screen South delivers and leads innovative projects across screen-based media and the wider heritage, cultural and creative industries.

The Accentuate Programme is part of Screen South's portfolio of work. Accentuate is a specialist programme which challenges perceptions of disability by providing life changing opportunities for



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D/deaf and disabled people to participate and lead within the cultural sector. The Curating for Change project is one of a series of projects delivered through the Accentuate Programme.

## **THE CURATING FOR CHANGE PROJECT**

Screen South was successful in submitting our Round 2 bid to National Lottery Heritage fund for Curating for Change: D/deaf and Disabled People Leading within Museums. With a grant of £950,900.00 from Heritage Fund, the project is tackling the serious under representation of disabled people working within the museum sector through a curatorial led targeted work placement programme, resulting in exhibitions and events, peer to peer mentoring and museum partner networks, sector wide forums and action plan. Curating for Change will nurture a new cohort of 8 D/deaf, disabled and neurodivergent Curatorial Fellows at the early stages of their curatorial careers, at the same time as establishing new networks and building confidence and skills within existing senior museum staff teams. It will also provide 8 shorter “taster” Trainee placements for D/deaf, disabled and neurodivergent people wanting to begin their journey towards a career working in Museums.

Established curators and senior leaders will gain insights from Fellows as to how to embed access provision to creatively interpret narratives, as well as providing an authentic voice to interpret materials that specifically relate to D/deaf and disabled people’s heritage. Museum staff will also develop skills in nurturing curatorial talent in D/deaf, disabled and neurodivergent people. Therefore there will be impact across the entire organisation not only for the individuals taking part.

Curating for Change has been through 18 months of development and planning in order to establish the partnerships and create a detailed and comprehensive Activity Plan. The initial phase of the programme has also begun, with the first four Fellows recruited and the traineeships currently under recruitment. So the new Project Manager will find the foundations have been laid on which to build the exciting delivery phase.

## **JOB DESCRIPTION**

The Project Manager (PM) will oversee the successful delivery of Curating for Change, undertaking the following areas of work:

- Maintaining partnerships with over 20 Museum hosts, supporting them to identify access barriers prior and during the Curating for Change Fellowships and Traineeships and ensuring the smooth delivery of placements.
- Co-ordinate a range of professional development opportunities for Fellows and Trainees including working with the British Museum and independent assessors to deliver Level 3 Diploma in Cultural Heritage.



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- Project Management of the Curating for Change Budget, including providing monthly updates to the cashflow and reporting to Heritage Fund.
- Support the Head of Accentuate (HoA) to maintain strategic partnerships including with funders and Accentuate's Museums Strategic Disability Network, looking at ways to impact on policy and practice.

### **Responsibilities will include:**

#### **Managing the successful delivery of Fellowship and Traineeship placements, including:**

- With the HoA and Museum hosts, continue with recruitment for the final four Fellows.
- With the HoA and Museum hosts ensure the Trainees have all they need to start their placements.
- Support any inductions with either Screen South/Accentuate or Museum hosts.
- Ensure any access barriers have been identified and access support is in place for Fellows and Trainees
- Assist Fellows in making Access to Work applications if needed
- Provide regular one to one opportunities for Fellows and Trainees to discuss their progress or any concerns
- Be in regular contact with host museums offering advice and guidance in supporting their placements.

#### **Support development of new and existing partnerships with key organisations and stakeholders, including:**

- Support HoA in developing and maintaining relationship with funders.
- Support HoA in developing and maintaining relationship with members of Accentuate's Museums Strategic Disability Network
- Support the HoA in convening and leading Partner Museum Network Events
- Advocate for Curating for Change
- Develop and support Fellows in building relationships with partners local to the Museums, including local disability and heritage groups and volunteer organisations, in order to establish and maintain Disability Heritage Coproduction Groups at each of the Fellowship museums.

#### **Support Fellows in the development of activities, exhibitions and displays including:**

- Provide contact information for suggested local organisations who might be involved in activities and events and the Coproduction Groups
- Support recruitment of workshop leaders
- Work with the HoA to provide advice and guidance as to accessible interpretation tools for exhibitions (e.g audio description, BSL interpretation)

#### **Manage delivery of professional development opportunities for Fellows and Trainees, including:**

- Work with Fellows and Partner Museums to identify training needs and develop and training plan



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- Facilitate enrolment into the Diploma programme if this is identified as a potential training need
- Recruit and work with freelance assessors to support Fellows undertaking the Diploma
- Plan and convene Peer to Peer network events, as described in our training plan, for Fellows and Trainees, including sourcing guest speakers.
- Plan and convene the study visits for Fellows, specifically the extended visit to the Museum of London.
- Plan and convene the visits for Fellows to see other Fellows in their tranche.

### **Project Management and Monitoring**

- Maintain accurate administrative systems for the project and ensure appropriate records are kept.
- Monitor progress against key milestones and achievement of outputs and outcomes
- Report to NLHF in accordance with their requirements, supported by HoA
- Monitor and ensure compliance with funder conditions, including conditions of NLHF delivery grant.

### **Financial and Budget Management and Monitoring**

- Manage the project budget; monitor performance against budget and provide forecasts, reporting to the HoA and Head of Business and Operations at Screen South.
- Update the cashflow on a monthly basis, and in discussion with the HoA, make amendments to the following month's predicted spend based on forecasts.
- Responsibility for undertaking the monthly drawdown requests to NLHF, submitting all online reporting due for this.
- Responsible for ensuring financial controls and procedures are managed for the project in line with Screen South policy and in consultation with the Screen South Head of Business and Operations.

This is not an exclusive or exhaustive list. Its purpose is to provide a broad outline of the role, within which the changing needs of the project can be accommodated.

### **PERSON SPECIFICATION**

**In recruiting to this post, we will be seeking evidence of the following skills, knowledge, experience, and personal qualities:**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Proven track record in managing largescale budgets and financial records effectively and accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in undertaking the drawdown process for NLHF</li> </ul>
<ul style="list-style-type: none"> <li>• Strong working knowledge of Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with trainees or those on work placement programmes.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience in supporting partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with Museums</li> </ul>



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management and development involving the voluntary and public sector.	
<ul style="list-style-type: none"> <li>An awareness of, and interest in, disability history and working with disabled people.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working across multiple locations with multiple partners, including identifying and developing regional and local contacts, networks and resources.</li> </ul>
<ul style="list-style-type: none"> <li>Effective administrative and organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to develop creative approaches to overcoming obstacles and arrive at practical and effective solutions.</li> </ul>
<ul style="list-style-type: none"> <li>Ability to communicate clearly and effectively using a range of styles and methods suited to the purpose.</li> </ul>	<ul style="list-style-type: none"> <li>Effective interpersonal skills including the ability to enthuse and persuade others.</li> </ul>
<ul style="list-style-type: none"> <li>Proven track record of successful project delivery, including achieving agreed targets/outcomes and meeting tight deadlines.</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to manage people effectively, including those who may need additional access support.</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to manage own work performance and time effectively.</li> </ul>	
<ul style="list-style-type: none"> <li>A proven knowledge and understanding of issues affecting people of diverse backgrounds, disability, ages and communities.</li> </ul>	

**The Project Manager reports to:** the Head of Accentuate. The post holder will also support the HoA to work with a Digital Consultant appointed to provide support for the delivery of all digital aspects of the project, including website development and content creation, and an Evaluation Consultant. The post holder will work closely with the Head of Operations and Business Development at Screen South, and liaise with other Screen South staff as required.

### TERMS AND CONDITIONS:

- Salary: £33K per annum pro rata for a maximum of 23 months depending on start date.
- Hours: 35 hours per week, some evening and weekend work may be required, which will be recompensed with time off in lieu.
- Annual Leave: 25 days per year pro rata plus Bank Holidays pro rata.
- Office base and travel: the post-holder may be based at home or at Screen South's office in Folkestone, by negotiation, but will be required to travel throughout England to meet



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museum partners. Reasonable travel expenses will be paid. It is anticipated that the post holder will spend one day a week at the Folkestone office where possible.

## APPLICATION PROCESS

All applications should be sent to [recruitment@screensouth.org](mailto:recruitment@screensouth.org)

Please send your CV and contact details, along with a covering letter referencing the job description and how you meet the Person Specification. Please ensure this is no more than 1000 words.

Alternatively, you can send a video application covering the following questions:

1. A brief synopsis of your previous work experience
2. Your previous budget management experience, including scale of budgets
3. Your previous people management experience
4. Your previous partnership management experience
5. Your experience of reporting to funders and if you have ever reported to National Lottery Heritage Fund
6. Any experience of facilitating training or professional development programmes
7. Any experience of working with museums and understanding of the curatorial role
8. Any experience of working with and supporting D/deaf, disabled or neurodivergent people

Please note video applications should be no more than 7 minutes long. Please also include your contact details in your covering email.

If you have any questions about your application, in the first instance please email [recruitment@screensouth.org](mailto:recruitment@screensouth.org) or telephone the Screen South office on 01303 259777.

Deadline for applications: Tuesday 3<sup>rd</sup> May 2022 10am

Interviews: Monday 9<sup>th</sup> May 2022