

Project Manager Recruitment Pack January 2023



*Frock, Stopgap Dance at SO
Festival. Jake Lewis Photography*



Without Walls
Unit 3, 31 Old Birley Street
Manchester
M15 5RF

PROJECT MANAGER VACANCY – Maternity Cover 2023

Thank you for your interest in the position of Project Manager – Maternity Cover at Without Walls. Please note this is a fixed term employment contract from April 2023 – March 2024.

We enclose some background information about the company and its activities, the Job Description and Person Specification for this role, and information about how to make an application.

This is an exciting opportunity for an organised and creative individual to join our team. Without Walls has a national and international reputation in the dynamic and growing field of outdoor arts and our day-to-day work involves working with artists, festivals and a range of partners to deliver new arts works to audiences across the country, raising the profile of this important and accessible area of the arts.

The role will involve supporting artists, developing relationships with festival partners and delivering strategic initiatives in support of the outdoor arts sector. The successful candidate will be part of a collaborative team of Project Managers and delivery staff and will be supported by the Programme Manager and Director.

Without Walls is committed to diversity and inclusion and aims to reflect and celebrate diversity in all aspects of our work including with artists, audiences, staff, board and partners. Our team is drawn from many different backgrounds and cultures. We especially welcome applications from Black, Asian and ethnically diverse individuals and D/deaf and disabled people.

If you are a non-British citizen, please ensure you have the right to live and work in the UK. We are legally required to request proof of your right to work before an offer of employment can be made.

We realise that we could miss out on incredible talent joining Without Walls because someone might not see themselves in every single one of the person specification criteria set out below. For example, research shows that Black, Asian and ethnically diverse women are less likely to apply to a role if they do not meet all criteria. Please do not be put off if you feel you do not tick all of the boxes below - if you think you could be great for this job, but are not entirely sure, please apply anyway, or contact Ralph Kennedy (ralph@xtrax.org.uk) with the job role as the email subject. We will be happy to discuss the role with you or answer any questions you may have.

Interviews will be held at our office in Manchester and we will pay for travel expenses for candidates to travel to the interview. We will also pay reasonable costs relating to access or interpretation needs.

If you would like to apply, please send us:

- **A CV** - which should detail your key skills, employment or voluntary experience relevant to this role, including responsibilities held and relevant education or vocational training. Please include two referees, one of which should be your current or most recent employer or someone else who has worked with you in a capacity relevant to this role. They will not be approached until after the interviews and with permission from you.
- A **cover letter** (2 pages of A4 max) - telling us why you are interested in this position, how your skills and experience meet the needs of the role and any support or development you require to be successful in the position.
- Our **Equal Opportunities Monitoring Form** - this will be separated from your application at the shortlisting stage, but it helps us to understand and improve who our advertisements are reaching. You can download the form [here](#). Completion of the form is voluntary.

We will also accept applications as audio or video files that contain the information described above. These should not be more than 10 minutes in length.

Please send your documents to Sara Riccardi at sara@xtrax.org.uk with the subject header 'Project Manager – maternity cover'.

If you wish to have a more in-depth conversation about this role and its responsibilities then contact Maggie Clarke, Director maggie@xtrax.org.uk or Ralph Kennedy, Associate Director ralph@xtrax.org.uk and we will arrange a time for an informal chat.

The deadline for completed applications is **Monday 20 Feb 2023, 10.00am**.

Interviews will take place in person on **week commencing 27 February** in Manchester. We

look forward to receiving your application.

Best wishes

Maggie Clarke

Summary of the role

Job Title:	Project Manager: Maternity Cover
Duration:	Fixed term, maternity cover contract to March 15 2024
Start Date:	1 April 2023 or earlier if possible
Salary:	£24,500 – £29,000 depending on experience
Hours of work:	Full time (40 hours per week including lunch breaks), part time may be considered
Location	Manchester, UK. The role is office based with some occasional home working possible
Responsible to:	Director
Special conditions:	Occasional travel required to meetings in the UK requiring some overnight stays Occasional evening and weekend work throughout the year but particularly during the summer festival season between May and September.
Time off in Lieu:	Staff can take Time off in Lieu (TOIL) of additional hours worked by agreement with the Director
Probation period:	12 weeks
Notice Period:	During the probation period the contract can be terminated by either party with 1 weeks' notice; after completion of the probation period the notice period is 12 weeks

Look Mum, No Hands, Daryl & Co and Mimbre at Timber 2022. Le65 Photography

BACKGROUND

Without Walls is a consortium of festivals, presenters and organisations across England working together to create, develop and tour innovative new outdoor work.

Established in 2007 with just five partners, Without Walls now has over 35 partners, across three different networks.

Our vision is to raise the bar of UK outdoor arts so it is recognised for innovation and wonder across the UK and overseas.

Our mission is to promote excellence in outdoor arts through the creation of inspirational new work of the highest quality by UK artists and to tour this work to audiences across the country.

Central to the work of Without Walls is supporting the development and touring of new outdoor work by UK artists. In addition to that, the consortium also plays an important role in championing the work of UK artists both here and internationally and addressing issues of strategic significance in the wider outdoor arts sector.

Our network of partners reaches across England from city to country to coastline. Many work in areas of low arts engagement and pioneer new forms of creative engagement with and for their communities. From the East End of London to the banks of the River Tees in Stockton, the countryside of rural Cheshire and on to towns centre across the country – Without Walls' work finds audiences far and wide.

Over the last 15 years Without Walls has supported the creation and touring of over 200 new shows. Many shows continue to tour nationally and internationally, contributing to the UK's increasing reputation as one of the leading countries for outdoor arts in Europe.

Without Walls' work reaches audiences in their tens of thousands across the country and attracts audiences who would never normally attend other kinds of arts events. You can find out more about our achievements [here](#).

Without Walls receives funding from Arts Council England and is one of its National Portfolio Organisations (NPO).

Company Structure:

Without Walls is a Company Limited by Guarantee with a Board of Directors to whom we are accountable. We currently have a staff team of 13 and are a multi-lingual team with a range of skills and expertise. To date the team have all been employed by XTRAX Arts Limited, one of the founder partners of Without Walls, which has undertaken management of Without Walls since 2011. From April 2023 we have agreed that Without Walls will employ the staff

directly. All staff will remain in the same office in their current jobs as employees of Without Walls rather than XTRAX. This transition will take place on 1 April and does not affect this recruitment.

For more information visit: www.withoutwalls.uk.com.

About Outdoor Arts:

Outdoor arts is a general term given to many different kinds of arts, festivals and events that take place in public space. Outdoor arts includes many different art forms including theatre, dance, circus, puppetry, installations, digital art, music, pyrotechnics and many kinds of participatory work. The work can include projects of many scales, from small intimate performances to very large-scale spectacles and events. Outdoor arts can be found at festivals in parks, city centres and high streets; in processions, outside theatres and venues, in carnivals, melas, and in all kinds of urban and rural settings. These events are often free and can attract large, diverse audiences, strongly representative of the local demographic.



Peaceophobia, Fuel Theatre and Commonwealth at NNF. Malachy Luckie

JOB DESCRIPTION

The Role

The post holder will work as part of a collaborative team taking a lead on an allocated portfolio of activity. They will work at a senior level, liaising with artists and project partners and occasionally leading meetings with stakeholders and board members. They have responsibility for all aspects of project planning and delivery, compiling budgets and financial reports as well as ensuring effective monitoring and evaluation of all activity.

The role is covering the Maternity Leave of an experienced colleague who currently leads on talent development, equity and diversity and international relations across our work. We particularly welcome candidates with experience in these areas but will allocate workload across the team according to the skills and experience of the postholder.

Responsibilities

The Project Managers of Without Walls are responsible for the planning and delivery of a range of projects and events. Responsibilities are divided across the team according to the requirements of each project and other activity taking place in the organisation. The new post holder will be required to lead on some activities and contribute to others, with projects allocated across the team depending on the skills, experience, interest and capacity of the team.

Working closely with the senior team the post holder will ensure the effective delivery of the Without Walls commissioning and touring programme across our three festival networks and a range of training and strategic development programmes. The roles include:

Artist, festival and stakeholder liaison

- Working with the festival partners to support the selection and touring of a strong programme of work that meets the artistic policy of Without Walls and the agenda of the individual festivals.
- Supporting artists in the creation of new projects and touring of existing Without Walls projects, offering advice and information as required.
- Maintaining effective communication with festivals, artists, board members and other stakeholders including planning and leading meetings and representing the consortium externally as required.

Administration and management

- Preparing and monitoring contracts and grant agreements for projects, partners and artists.
- Monitoring project budgets and contributing to the preparation of management accounts and financial reports as required.
- Preparing meeting papers and reports as required for stakeholder and board meetings.

Engagement and Event Delivery

- Supporting the festivals in the development of innovative audience engagement activities and evaluating them accordingly.
- Leading or supporting the delivery of a range of training and engagement events both in person and online for partners, artists and stakeholders.
- Leading or hosting meetings and networking events as required for artists and stakeholders.

Monitoring and evaluation

- Devising and implementing appropriate systems for monitoring, evaluating and reporting all aspects of the work in conjunction with artists, festivals and other stakeholders.
- Contributing to analysis and findings from evaluation to identify key trends, outcomes, and recommendations for future development.

General

- Actively engaging with Without Walls policies and action plans regarding equity, diversity and inclusion and other priorities.
- Contributing to organisational planning of all Without Walls activity.
- Collaborating with colleagues as required to ensure work is delivered effectively.
- Any other duties that may reasonably be required.

PERSON SPECIFICATION

Essential

- Minimum 2 years' experience of project management in an arts or cultural organisation.
- Interest in outdoor arts.
- Experience of working on projects with several partners.
- Strong understanding of and commitment to best practice in diversity and inclusion.
- Excellent organisational and administrative skills.
- Confident negotiation skills.
- Experience of budget management.
- Experience of managing freelance contractors and staff.
- Ability to work effectively as part of a team, supporting others, delegating work and sharing tasks as required.
- Excellent verbal and written presentation skills.
- Experience of compiling evaluation material and writing reports.
- Enthusiastic attitude and a flexible approach.

Desirable

- Understanding of the UK outdoor arts sector.
- Experience of producing artists' work.
- Experience of festival and event management.
- Experience of creating and implementing audience engagement strategies.
- Experience of working on projects with international partners.

Eau De Memoire, Miss High Leg Kick at SIRF. Stockton Borough Council

