

The Line: Co-production Project Manager Job Description and Person Specification

Two-year contract: July 2022 to July 2024

3 days per week between Monday to Thursday

Commencing July 2022

Salary and hours: £40,000 pro rata 3 days (22.5 hours p/week)

Employment benefits include holiday entitlement of 28 days per annum which are inclusive of the 8 normal public holidays for a five-day working week (holiday entitlement is pro rata for part-time employees) and contributory NEST pension scheme.

Probationary Period: 3 months

Full employment terms will be included within the contract of employment.

Reports to: Head of Operations and Production

Location: Working from our offices at Here East as well as some remote working from home and occasionally on the route in Newham.

The Line is London's first dedicated art walk. The Line exists to connect communities and inspire individuals through an outdoor exhibition programme where everyone can enjoy art, nature and heritage for free. The route runs between Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Greenwich Meridian.

Find out more information [HERE](#)

The Line is looking for an experienced and motivated Project Manager to join its team to manage the delivery of a programme of ambitious site-specific public art commissions co-produced with local people between 2022-2024.

This new series of commissions will be developed through community consultation and engagement, with all stages developed with local input. The Project Manager is responsible for managing all aspects of the commissioning process, from the conceptualisation and planning phase through to the fabrication and installation of each work. Working closely with The Line's Co-Founder and Director and Senior Management Team, the Project Manager will also need to work closely with local authorities, landowners, community organisations and residents. Community engagement in the planning, design and implementation of projects is a central focus of the role and you will be required to work with a dedicated Engagement Coordinator on this.

The Project Manager will also support with the delivery of a new site-specific audio commission and additional exhibition programmes on the route.

Responsibilities

Collaborative planning and community engagement:

- Work with representatives of the London Borough of Newham, project designers and architects, community organisations and residents to develop

artist briefs in response to local interests and needs, as well as the practical constraints of each site

- Establish effective systems and programmes for project tracking, reporting on and documenting feedback throughout the commissioning process
- Build and maintain partnerships between artists, local authorities, community organisations and residents
- With the support of The Line Engagement Coordinator, develop creative community engagement approaches, including but not limited to events and workshops, public art unveilings, surveys, virtual or in-person public meetings or forums
- Organise consultation events ahead of the development of the brief and, with the appointed artists, organise events during the development of each artwork proposal
- Assist with additional funding development for projects

Project Management and Delivery:

- Work with the London Borough of Newham to establish baseline data
- Manage the development and delivery of three site-specific commissions across 2022-2024
- Manage artist selection process including preparing and releasing briefing documents, coordinating proposals, liaising with potential artists, and recruiting and managing an artist selection committee / working group for each project
- Manage proposal development with shortlisted artists and coordinate proposal presentations, capturing community and stakeholder feedback
- Manage artist selection and appointment
- Coordinate detailed proposal development liaising with fabricators and project partners to ensure timely progress and problem-solving
- Prepare and monitor project budgets
- Attend site visits and fabrication meetings
- Oversee site surveys and engineering reviews as required for each site
- Research fabricators and suppliers
- Ensure that funder requirements are met with regards to competitive tendering and reporting
- Oversee installation on-site and maintain effective and timely communications with colleagues and partners
- Manage sign off processes with artists, gallerists and stakeholders as required
- Prepare and distribute maintenance plans and manuals for all commissions
- Serve as representative of The Line with stakeholders and project partners, managing steering group meetings, artists proposal presentations, community engagement activities and board presentations
- Additional duties as needed

Reporting and Documentation:

- Attend fortnightly project meetings with representatives from Newham
- Prepare and circulate timely minutes following meetings

- Ensure all necessary paperwork and permissions are in place with appropriate authorities and stakeholders to include risk assessments and planning requirements
- Coordinate photo, video and written documentation of commissioned works – both during development and post completion for press, installation and maintenance purposes
- Archive project materials for communicating the project to the client and other stakeholders and provide collateral support for the project
- Establish Sharepoint and project systems
- Support with preparing baseline data and upholding evaluation requirements throughout
- Complete project and financial reports for funders
- Archive project materials for communicating the project to stakeholders and provide collateral support for the project

Other tasks may be assigned from time to time as deemed appropriate.

Person Specification

Essential Attributes:

- A minimum of 3 – 5 years of public art or art fabrication / arts project management experience (or other relevant experience in the field)
- Strong interpersonal skills and ability to communicate effectively (both written and verbal) for internal and external purposes
- Experience working with artists, fabricators, and art installers; knowledge of art fabrication methods and processes
- Strong organisational skills and attention to detail; ability to prioritise and manage multiple tasks simultaneously; ability to work collaboratively as part of a team
- Strategic and creative thinker, and ability to problem solve
- Experience managing freelance staff and outside contractors
- Must have meticulous organisational skills and ability to manage timelines and deliverables for multiple projects simultaneously
- Ability to work independently as well as part of a team

Desirable Attributes:

- Knowledge of contemporary art and existing relationships with artists and galleries (should this be desirable)
- Degree or five years' experience in related area of study (e.g. visual arts, public art, architecture, design etc.)
- Demonstrable interest in socially engaged practice
- Project Management Qualification
- Ability to read and understand architectural plans and construction documents; familiarity with construction stages and practices
- Have the desire to build external relationships with local authorities, community organisations and residents
- Competency with Microsoft Office Suite; experience working in Adobe Illustrator and Photoshop is a plus

Circumstances

- Flexibility for occasional weekend working and evening events

Application deadline and interviews

The closing date for applications is 5pm, Monday 30th May. Interviews are expected to take place online on **Tuesday 6th June**.

We are committed to equality and diversity within our workforce and in all opportunities. Our recruitment process is open to all but we would particularly like to encourage applications from people from Black, Asian and ethnically diverse backgrounds, those who identify as LGBTQ+, those from lower socio-economic backgrounds and those who identify as disabled, as these groups are currently underrepresented in our teams and the cultural sector more widely.

How to apply:

1. Read the Job Description
2. Email your application to workwithus@the-line.org. This should include:
 - Your CV (no more than 2 sides)
 - Covering letter: please ensure you tell us how you meet the essential and desirable experience in the person specification (no more than 2 sides)
 - An [Equal Opportunities Monitoring Form](#)
 - The names, email addresses, and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.

If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact workwithus@the-line.org to arrange a call.

Any application received after the deadline may not be included in the recruitment process.

If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge all applicants with a response.

This job description is available in large print. Please email workwithus@the-line.org