

Arran Arts Heritage Trail Project Manager

Job Description

Arran Theatre and Arts Trust are seeking an experienced Project Manager whose role will be to oversee and manage the research into and creation of an Arts Heritage Trail on the Isle of Arran.

The Isle of Arran has a rich arts heritage which we believe deserves to be celebrated and documented. To do this, Arran Theatre and Arts Trust are establishing an island wide Arts Heritage Trail. The trail will be an interactive way for visitors to travel around the island and visit locations where artists have painted landscapes of Arran. It will involve the creation of an archive, and will consist of physical placemarkers, a dedicated website and accompanying leaflet. The trail will for the first time make it possible for locals and visitors to visit, learn about and appreciate the locations which have inspired so many important artists. It will be a tourism draw, an educational tool, and an opportunity for the community to come together and learn new skills. The new Arts Heritage Trail will also complement the existing Arran Arts Trail which showcases and celebrates existing artists on Arran.

This project is funded by the Heritage Lottery Fund and the Arran Trust and being overseen by the Arran Theatre and Arts Trust, a charity which exists to support the continual development of the arts on Arran. For more information: www.arrantheatreandarts.co.uk

The Project Manager will ensure the project runs to schedule and on budget, and ensure that the outcomes are being met. They will report to the Arran Theatre and Arts Trust, and will oversee the project Researcher, a local Facilitator and will be the main point of contact for the project.

This is a complex project, which will be very rewarding. It is suitable for anyone interested in community led work, visual arts, heritage, history, research and archiving.

Role Specification

You will -

- Oversee the project team;
- Be the main point of contact for the project;
- Manage the project budget;
- Produce project reports for our funders Heritage Lottery Fund and Arran Trust, and

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for the Arran Theatre and Arts Trust;

- Liaise with Arran Heritage Museum and our creative partners where necessary;
- Ensure the project runs on time and that we fulfill the criteria as agreed with Heritage Lottery Fund;
- Coordinate the Marketing of the project throughout, for example, liaising with Visit Arran;
- Liaise with the press and associated and interested groups so that audiences can keep up to date with the project progress;
- Ensure that the Arts Heritage Trail is included within the Arran route of the COIG;
- Support the Researcher and Facilitator in managing the Heritage Research Group - a group made up of interested people from the community who will meet bi-monthly to contribute to the trail, and learn researching and archiving;
- Facilitate up to 4 community meetings throughout the year, liaising with our partners at the Heritage Museum to produce talks on related topics for these meetings, and personally give updates on the project to attendees;
- Coordinate the web design team and Research Group to ensure they create detailed, accessible interpretation for the trail website;
- Contribute to and oversee a year round blog to keep the community updated on the process;
- Plan and organise the trail leaflet, including facilitating advertising spaces for local business;
- Be the face of the project at certain key points, including the launch and in responding to Press enquiries throughout the project;
- Contract the project photographer and support the recruitment of the young people who will undertake an internship with them;
- Be the main contact for the young documentary filmmaker, helping to coordinate and support them throughout, with support from Arran Theatre and Arts Trust;
- Any other tasks commensurate to the post.

You will have support and guidance from Arran Theatre and Arts Trust throughout this project.

Person specification

Essential

- Project Management
- Budget Management of > £50k.
- Experience in community led projects
- Experience leading a team
- Ability to manage and deliver a project with several strands
- Experience planning and managing social media marketing campaigns
- Must travel, with Full Drivers licence and own vehicle

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Desirable

- Knowledge and / or experience in obtaining permissions for image use
- Understanding of or interest in research and archiving processes
- An interest in visual arts
- An interest in heritage
- Good working knowledge of Arran and its communities

There will be a desk for work on Arran, but it is anticipated that you'll work remotely from home. There will be a budget for travel to and from Arran for essential meetings. You will be expected to attend meetings on Arran periodically throughout the project.

Project duration: 12 months. Anticipated 1 day / week for 50 weeks.

Flat Fee: £7,500 plus travel expenses

Application Deadline: 7th February 2020

Job Start Date: Week Commencing 24th February 2020

This will be a Freelance contract. You will be responsible for paying your own Tax and National Insurance contributions.

To apply for this position, please email your CV or portfolio including two referees and a covering letter detailing your suitability for and interest in the role to arrantheatreandarts@gmail.com by 5pm on 7th February 2020. Please use "Arts Heritage Trail Application - Project Manager" as your email title.

For any questions or queries about the role and the project, please contact Eileen Kerr on arrantheatreandarts@gmail.com.

Interviews will be held on the week commencing 17th February on Arran.

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