

Brief for Freelance Project Manager

The Project

The project is an ambitious programme of local production and participation in making culminating in a body of objects /gifts which will provide a welcome to the City of Birmingham. In a year when the Commonwealth Games is to be hosted in Birmingham and the region, this project aims to tap into commonly held craft skills and disrupt standardized modes of production/manufacture through citizen engagement in grass roots making. The project will demonstrate a model which taps into social making and the reciprocity of exchange that locates craft within a form of 'commoning' which about activating the power of social cooperation to get things done.

A team of diverse artists commissioned by Craftspace will collaborate to develop the creative concept, framework and approach to the making of gifts. The approach will accommodate co-creative participation, ensuring a uniformity combined with bespoke input from participants. It is our intention to enact principles of circular economy through use of recycled/repurposed material resources for the making. The artistic team will work with the Project Manager to source & produce making 'kits'/resources.

Messages/stories from participants will be captured alongside making, these will accompany the objects. The objects and messages will be captured in a digital audio/visual format. This 'digital library' will form the resource for an end of project showcase.

The making process will be structured for delivery through a programme of community based workshops combined with centrally located 'mass-makes'.

Project aims

The project aims to achieve the following outcomes:

- ☐ Standard ideas of corporate production and manufacture linked to economic value will have been disrupted and new forms of local production and supply chain explored linked to a type of productivity where value is linked to social and human capital.
- ☐ A digital output of story-telling and capture through film, audio and social media that reflects the diversity of Birmingham residents and profiles artists and communities with diasporic roots.
- ☐ A participatory and socially engaged process that builds skills, relationships and forms of exchange to encourage productive, resourceful and resilient communities.
- ☐ Residents, particularly migrant communities with diasporic roots will have had an opportunity to reflect on their identity and place/belonging in Birmingham and contribute to a sense of what skills and values are shaping the city for the future.
- ☐ Network of making groups across the city.

17 August 2021 Final

Timescale

Phase 1 - development

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|----------------------------|--|
| ☐ October 2021 | Contract for Project Manager commences |
| ☐ October- November 2021 | Artists' Development Phase |
| | Community Making Partner development & programming |
| ☐ November – December 2021 | Making resources procured & prepared |

Phase 2 – making delivery

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|-----------------------|------------------------------|
| ☐ January – June 2022 | Community Making, Mass Makes |
| | Digital documentation |

Phase 3 - showcase

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| ☐ July 2022 | |
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Scope of Work

You will be a member of the Craftspace team delivering this project and will be the lead contact for delivery. You will co-ordinate workload with the operations team at Craftspace, the Director and a new Digital Content Producer.

The Project Manager will be the delivery lead for the programme. They will play a pivotal role in the success of the project. Specific tasks include:

Phase 1

- ☐ Contribution to appointment of artists, alongside Craftspace's project lead.
- ☐ Co-ordination and delivery of artists' development phase including workshops, material resource and collaboration mechanisms.
- ☐ Procurement of materials and processes for preparation of community/mass make resources/packs/kits.
- ☐ Co-ordination of community/mass make resources/packs/kits, including storage etc.
- ☐ Develop with artists' team, workshop plans, instructions, audio visual guides for making gifts.
- ☐ Liaison and planning with Digital Content Producer (Craftspace) to ensure development of appropriate mechanism for documentation to create a 'digital library' that is embedded with the making workshops.
- ☐ Contribute to marketing plans with Craftspace Marketing Manager and/or external marketing leads.
- ☐ Research, build and confirm relationships with community networks/partners for workshop sessions and resource procurement.

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Phase 2

- ☐ Ensure capture of objects for digital library throughout the project, and that photography and IP permissions relating to digital 'library' are obtained.
- ☐ Prepare workshop delivery plans for 3 blocks of community making workshops
- ☐ Identify partners for Mass Makes and work with them to deliver 3 events.
- ☐ Co-ordinate input from artists' team to ensure delivery of making resources.
- ☐ Co-ordinate and manage input from artist's team for delivery of workshop delivery.
- ☐ Oversee promotion of making opportunities to ensure participants are reached and recruited.
- ☐ Identify access needs for workshop delivery.

Phase 3

- ☐ With Craftspace lead and artists' team to devise and deliver end of project showcase.
- ☐ With Craftspace and in liaison with the Commonwealth Cultural team agree mechanism for 'handover' of gifts and messages.

Ongoing

- ☐ Maintain first point of contact for programme delivery.
- ☐ Maintain project delivery plan and highlighting issues of concern to Craftspace project lead.
- ☐ Liaise with Craftspace's Administrative Assistant to inform volunteer recruitment and co-ordination.
- ☐ Ensure accessibility across the programme, in liaison with Craftspace's access advisory group.
- ☐ Provide progress update to Craftspace project lead/Director.
- ☐ Liaise with Operations & Development Manager to ensure budget control.
- ☐ Liaise with Craftspace's Marketing Manager and/or external marketing leads to produce marketing information for partnership building with workshop and resource partners, and participant recruitment.
- ☐ Liaise with Marketing Manager and/or external marketing leads to provide marketing information as requested by Commonwealth Cultural Team.
- ☐ Contribute to branding exercise if required.
- ☐ Undertake risk assessments as required.
- ☐ Liaise with Operations & Development Manager to ensure smooth contracting of artists and fulfilment of insurance requirements for the project delivery.
- ☐ Ensure statistical and evaluative data is collected throughout the programme

Deliverables

- ☐ Artists' development workshop and collaborative working process.
- ☐ With artists' team, develop a proposal for objects that can utilise a kit of parts, with potential for bespoke input by participants and the capture of messages from participants to sit alongside objects.
- ☐ Plan and procure the delivery/assembly of materials/resources and processes to meet the needs of 6000-6500 objects (with artists' team and volunteers)
- ☐ Material kits and resources prepared for making sessions

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- ☐ 6000-6500 objects made through community workshops and mass makes.
- ☐ 26 weeks of making, equating to 104 sessions.
- ☐ Digital library of objects and messages (with Digital Content Manager)

Contract

The contract for this work will be on a freelance basis, the contract period will run from 4th October 2021 (or appointment) until 5th August 2022. You will be contracted to deliver 132 days of work. The fee will be £26,400 inclusive of any VAT and expenses, excluding travel outside of Birmingham. The contract will include a brief of work which will list deliverables and other outputs. You will be required to hold public liability insurance throughout the contract period.

Experience, skills & knowledge required

We are seeking an individual that can:

- ☐ demonstrate the ability to work in a proactive manner to deliver the programme of work;
- ☐ demonstrate working knowledge of accessibility and ability to apply principles of equality and diversity.
- ☐ demonstrate experience of working for arts organisations as a freelance consultant or member of staff, to deliver programmes of work that rely on quality of artistic output and public engagement as a measure of success;
- ☐ enthuse others about the project and build partnerships with them;
- ☐ work with an attention to detail to ensure all aspects of the deliverables and outcomes can be achieved;
- ☐ demonstrate experience of participatory arts practice, community engagement or development;
- ☐ work with a visual sensibility, and has knowledge of materials and processes;
- ☐ demonstrate previous work with artists to deliver projects in a community setting;
- ☐ demonstrate experience of budget control;
- ☐ communicate at all levels required to deliver the programme;
- ☐ demonstrate excellent IT skills and has access to equipment required to deliver the programme.
- ☐ Be based in Birmingham throughout the delivery of the contract.

To apply for this position please email to info@craftspace.co.uk by 9.00am on the 16th September 2021. Any questions can also be sent to this email address.

- ☐ A statement that outlines your interest and suitability for the role, with particular reference to the experience, skills and knowledge listed in the brief.
- ☐ A CV
- ☐ Names and contact details of 2 referees.
- ☐ Confirmation that you are available for interview on the Tuesday 28th September in Birmingham.
- ☐ Confirmation that you are available to deliver to the timetable in the Brief.