



Job Title: Project Manager (Maternity Cover)

Salary: The salary is circa £28,000 p/annum (pro rata for 28 hours per week and then 14 hours) dependent on experience.

Contract Date: A fixed term 7 month contract running from January to July 2022. This is a temporary maternity cover post.

Contract Type: 28 hours per week from January till April then 14 hours per week from May till July 2022.

Location: A combination of home working and in the Upland office at Gracefield Arts Centre, 28 Edinburgh Road, Dumfries, DG1 1JQ (office working will be dependent on Covid restrictions)

Responsible to: Creative Director, Assistant Director & Upland Community Interest Company Board of Directors

Deadline for applications: 5pm, Monday 1st November 2021

Background

Upland is a bold, ambitious, rurally-based visual art, design and craft development organisation that evolved from Spring Fling CIC and was established in 2015.

Spring Fling Open Studios continues as Upland's flagship event but we now offer a year round programme delivering a range of projects, events and exhibitions working with young people, emerging and established artists and makers. As the visual arts and craft development organisation for Dumfries & Galloway, Upland aims to provide a network for learning and sharing, offering advice and support to creative practitioners whilst aiming to inspire and educate a wide range of audiences to participate in and be supportive of visual arts and crafts.

As a membership organisation we work to create opportunities that connect our artists and makers with audiences, communities and each other. With a strong sense of place, we aim to highlight and celebrate our unique region and its creative community, raising its profile in a national and international context.

Job Description

We are looking for a motivated Project Manager to join our team.

The core purpose of the role is to deliver Spring Fling Open Studios, a rural based annual visual art and craft open studios event and successfully project manage additional exhibitions and activities linked to the event. The 2022 event will be the 20th Spring Fling Open Studios, therefore it is a celebratory year with a special focus.

MAIN TERMS OF EMPLOYMENT

The contract is for a temporary maternity cover position. The post holder will be contracted for 28 hours per week (4 days) from January till the end of April 2022 and then for 14 hours per week (2 days) during the months of May, June and July 2022.

The successful candidate should be able to start the week beginning 3rd January 2022 with the contract running until 31st July 2022.

Working days are negotiable and flexible hours can be discussed, as can flexible working. Ideally the candidate will be available to work a combination of home and office working, as it will be necessary to be in Dumfries at key points.

There will be 2-3 paid handover days in December 2021 with the Assistant Director before they go on leave. Exact dates to be agreed with the successful candidate.

During the first 4 months of the contract, the Project Manager will manage the coordination and delivery of Spring Fling 2022 and associate projects with support from the Creative Director. During this period, the Assistant Director (who leads on Spring Fling and associated events) will be on maternity leave but will be available for support at key points through keeping-in-touch days (KIT days).

When assuming this role, all key elements of Spring Fling will be confirmed and underway. The Project Manager will follow the guidance and timelines set out by the Assistant Director for the effective coordination of the event, Spring Fling's 20th event taking place from 2-5 June 2022.

From May onwards, with the Assistant Director back from leave, the Project Manager will continue to support the delivery and coordination of Spring Fling at the reduced hours of 14 hours per week.

During the contract, the Project Manager will have the support of the Project Assistant who will support with the event's digital communications, including the Spring Fling website, newsletters, social media and administration.

The key elements during this contract involves, but is not limited to, the following:

- Responsible for the delivery of Spring Fling Open Studios (working with the Assistant Director from May onwards)
- Working with Gracefield Arts Centre to coordinate the Spring Fling 20th Event exhibition
- Coordinating the Upland members/Spring Fling exhibition at the Biscuit Factory, Newcastle
- Managing 3 Creative Commissions linked to the 20th Spring Fling event
- Supporting the Creative Director in overseeing the Project Assistant
- Communicating with around 100 participating professional artists and makers

Areas of responsibility (working with the Assistant Director from May onwards)

- To lead and project manage Spring Fling – Upland's flagship event – and associated exhibitions, commissions
- Co-ordinate marketing and PR campaigns for Spring Fling
- To support freelance staff and core team members
- To manage project budgets as outlined by Assistant Director
- To maintain the company values

Main tasks & responsibilities (working with the Assistant Director from May onwards)

- Manage, deliver, promote, monitor and evaluate Spring Fling Open Studios - Upland's Flagship Event
- Manage, deliver, promote, monitor and evaluate the national exhibitions and commissions linked to the event
- Assist with evaluation of Spring Fling Open Studios and the related programme with support from the Assistant Director
- Manage artist liaison: general email correspondence with Spring Fling participants
- Manage the event PR campaign with freelance PR team
- Manage and implement a strategic social media campaign with responsibility for Spring Fling Facebook, Twitter and Instagram, and email marketing (currently using Mailchimp)
- Maintain the Spring Fling website with assistance from the Project Assistant
- Manage final stages of print production (Spring Fling brochure and associated print)
- Manage extensive distribution of printed materials across the UK
- Manage Spring Fling's Friends scheme with support from the Finance & Admin Officer

- Local business liaison and coordination of event bus tours, bike rides, etc.
- Purchase adverts on a variety of platforms, and sell adverts for Spring Fling brochure
- Relationship management with current event sponsors, attending meetings to represent Upland and the event
- Communicate clearly and efficiently with the Creative Director, Project Assistant and Finance & Admin Assistant when working remotely and on office based projects
- Communicating and updating the Board at regular meetings or as and when required.

This job description is not exhaustive and is intended to convey the types of, and level of, duties and responsibilities inherent in the post and may be amended by the inclusion of any other duties commensurate with the level and nature of this post.

KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS

Essential:

- Proven track record in delivering creative events and/or festival management
- Proven track record of planning and coordinating exhibitions
- Proven track record in project management
- Experience of arts marketing, audience development and developing and delivering event and art related PR campaigns
- Demonstrable experience of event or project budget control
- Experience in online marketing including social media
- Experience in maintaining and updating web based information
- Superb interpersonal and networking skills, including clear and effective oral and written communications
- An organised approach to work with good accuracy and attention to detail
- Creative thinker and problem solver
- Experience of working both independently and as part of a team
- Ability to work concurrently on a number of different tasks and ensure that they are all completed to timescales and to work under pressure and prioritise workload as necessary
- Experience in supporting the reporting process
- Good working knowledge of Microsoft Office Packages
- Knowledge of the creative sector, particularly visual art and/or craft

Desirable:

- Formal qualification in Events, Arts and/or Project Management
- An understanding of the arts sector in Dumfries & Galloway
- Some experience in using Adobe packages for basic graphic design
- Regular access to a car

For more information on Upland:

Websites: www.weareupland.com / www.spring-fling.co.uk

Facebook: www.facebook.com/weareupland
www.facebook.com/springflingopenstudios

Twitter: www.twitter.com/WeAreUpland
www.twitter.com/spring_fling

Instagram: www.instagram.com/upland_cic
www.instagram.com/springfling

Flickr: www.flickr.com/photos/spring_fling

Vimeo: www.vimeo.com/weareupland

Some more info on elements of the programme which the post holder will manage:

Creative Commissions: We have three commissions to be developed for and presented at Spring Fling 2022 (2-5 June 2022). These are in the form of a film commission, design commission and visual art commission.

Visual Art - The purpose of this commission is to provide an artist with the financial assistance and support to enable them to create and present a new body of work which demonstrates a development in their practice and encourages experimentation and risk taking.

Design Commission - This commission is for an artist or maker to create a contemporary, commemorative multiple which marks the 20th Spring Fling event year. It provides an opportunity for the event to be marked by the creation of something unique, made by a local artist/maker which could then be sold or auctioned.

Film Commission: This commission is an opportunity for filmmaker Colin Tennant to create a short film which relates to the Spring Fling and explores the artist studios in a wider sense.

Members exhibition at the Biscuit Factory, Newcastle: This exhibition will showcase a mix of work by Upland Members that have taken part in Spring Fling. All work in this exhibition will be for sale at the Biscuit Factory. This exhibition will open mid-May and run for a couple of months. It is Upland's hope that in opening the exhibition in advance of the open studios weekend that we will be able to promote Spring Fling to the gallery audiences and drive visitors to the studios over the weekend.

Spring Fling Exhibition at Gracefield Arts Centre: This exhibition is in partnership with long-time partner, Gracefield Arts Centre. It will be a commemorative exhibition showcasing a mix of work by past participants from over the years and a number of current participants, although this number may be limited. The exhibition will be curated by both Upland and Gracefield and aims to showcase the event as a whole over the last 20 years whilst celebrating where it is now. The dates of this show will be 28th May till 3rd July 2022 (to be confirmed).

How to apply

To apply please email Amy Marletta, Creative Director – amy@weareupland.com with the following information:

- Cover letter explaining why you are the best candidate for this role and how you meet the essential specifications (max. 2 sides of A4 in Word or PDF format only)
- Relevant CV and contact details for two references (max. 2 sides of A4 in Word or PDF format only)

The deadline to submit your application is 5pm, Monday 1st November 2021

Shortlisted applicants should be available for interview on the 9th or 10th November 2021. Interviews will be held remotely via Zoom or similar.

Upland welcomes applications from candidates with a diverse background. We are always happy to talk to potential candidates about the role. Should you have any questions about the position or the application process, please contact Joanna Jones on Joanna@weareupland.com or call 07787299487 for an informal chat about the post.

You can find out more about us, including our EDI Policy [here](#).

