

CultureLabs Project Manager

Job Purpose

To lead and manage the People's History Museum's (PHM) programme of work in the EU-funded CultureLabs project with particular responsibility for the work-package covering the organisation, running and evaluation of four pilot projects taking place in the UK, Finland and Italy.

The CultureLabs project is integral to the museum's vision of the being the 'go to place' for democratic engagement and the home of ideas worth fighting for. Working with PHM's Programme Team this role will also help develop PHM's wider 2020 programme around the theme of migration and identity, to meet the PHM's Business Plan 2018-2022 and CultureLabs objectives.

Responsible to: Head of Collections & Engagement

Responsible for: Functional relationships with European project partners and PHM Programme Team

Contract: Fixed term contract (until March 2021)

Salary: £24,657 (pro-rata)
Manager Grade SCP 27

Hours of work: Our F/T posts are 35 hours/week. We are open to considering applications for F/T or P/T work (21hrs or 28hrs) as there is flexibility to supplement a P/T Project Manager with other support; for example, an external evaluator. Please specify your preferred option in your application.

This job description defines the roles and responsibilities of the CultureLabs Project Manager, mapping the key responsibilities of the CultureLabs project in relation to the museum's Business Plan. It complements more detailed tasks and priorities developed as part of regular work planning and performance reviews.

Key Areas of Responsibility

Programming and Curatorial focus

To support the management and development of the museum's services and collections and the programme-led approach to exhibitions, events, learning and engagement through:

- Taking responsibility for managing the CultureLabs work-package seven (WP7) covering the organisation, running and evaluation of four pilot projects taking place in the UK, Finland and Italy
- Contributing to building strategic partnerships in the UK and internationally to support the CultureLabs and the museum's 2020 programme
- Working closely with the PHM Programme Team to develop PHM's 2020 programme of events, exhibitions and learning activities around the wider theme of migration and identity, to meet the museum's Business Plan and CultureLabs objectives

Profile and Advocacy

To support the museum's profile as customer-focused and relevant to existing, new and diverse audiences through:

- Collaborating closely with PHM's Communications & Marketing Manager and external PR agency to plan and manage marketing, communications and PR campaigns for the CultureLabs project and wider PHM 2020 programme

- Collaborating closely with the EU partners leading on work-package eight (WP8) to support dissemination of the CultureLabs objectives, approach, activities and results to museum professionals, policymakers, practitioners and third sector organisations
- Promoting the museum and CultureLabs project as a spokesperson at local, national and international levels; maintaining links with relevant external organisations, attending meetings and conferences, delivering talks and presentations
- Keeping up-to-date with developments in the museum and heritage sectors and ensure the museum embraces best practice in response to locally and nationally recognised initiatives

Resilience

To support the highest standards of presentation, management and security for the collections by:

- Taking responsibility for the CultureLabs budget to maximise the use of project resources
- Managing and delivering the CultureLabs project, including monitoring and reporting for funders as required
- Ensuring the CultureLabs project is evaluated, continuously improved and reported to the Senior Management Team and funders
- Leading on CultureLabs WP7 with evaluation of the four pilot projects taking place in the UK, Finland and Italy either independently or with the support of an external evaluator, including defining the evaluation methodology and running two rounds of evaluation
- Working with PHM's Head of Business Development in securing external funding to support the wider PHM 2020 programme

Governance

- To manage PHM's programme of work in the CultureLabs project to include co-ordination, administration and financial planning
- To act as the Test Site Ethics Co-ordinator for the CultureLabs pilot projects and sit on the Ethics Advisory Board for the project
- To be aware of the role of PHM's Board of Trustees, reporting on all aspects of the CultureLabs project and their impact

Engagement

To support the museum's commitment to public engagement and to providing the widest audience access to its collections, exhibitions and learning opportunities through:

- Embedding and implementing the PHM Audience Engagement Plan in all aspects of the CultureLabs project and PHM's 2020 programme, particularly engaging communities from immigrant, migrant or refugee backgrounds
- Embedding and implementing PHM's Digital Plan in all aspects of the CultureLabs project and PHM's 2020 programme. Particularly testing new approaches to digital activity and feeding stakeholder needs into the development of the CultureLabs digital platform
- Leading PHM's involvement in the other CultureLabs project work-packages including, studying and researching existing community practices and mapping stakeholder requirements, defining the CultureLabs co-creation principles, developing the CultureLabs 'ingredients' and 'recipes' for participatory work
- Working with the PHM Programme Manager to develop legacy planning for the CultureLabs project and ensuing communities continue their relationship with the museum
- Delivering guided tours of the galleries as required

Organisational Change

To support the development of a flexible and empowered organisation in which the contribution of staff and volunteers is maximised, and all staff are engaged with the vision for a programme-led approach, through:

- Championing the CultureLabs project to transform PHM's approach to co-curation and digital engagement

- Keeping abreast of new technology in particular computerised systems and being prepared to undertake agreed training
- Contributing to PHM's CRM system as appropriate; performing all tasks in compliance with Data Protection and GDPR
- Deputising for PHM's Head of Collections & Engagement in appropriate environments

General

- To complete other duties as required by the line manager or head of department that are commensurate with the grade
- To perform all tasks in line with the museum's policies, including Equal Opportunities, Environmental and Health and Safety

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Person Specification

Abilities and Experience	Application	Interview
Ability and experience managing complex projects (European and multi-partner project experience advantageous)	X	X
Knowledge of developments in digital heritage and a passion for using digital technology in a cultural setting	X	X
Strong IT and digital skills	X	
Experience of budget managing and reporting to funders	X	X
Experience of evaluation	X	X
Strong research skills	X	X
Excellent verbal and written communication skills, including the ability to write reports and to communicate with, and influence, a wide range of stakeholders	X	X
Excellent organisation skills and attention to detail	X	X
Awareness of the importance and application of GDPR and ethics	X	X
Ability to travel to European project meetings (approx. three per year) and pilot project locations (two in Italy and one in Finland)	X	X
Attainments		
At least one year's experience managing complex (European and multi-partner project experience advantageous)	X	
At least one year's experience of community engagement work (work with immigrant, migrant or refugee communities, and experience of co-curation are advantageous)	X	X
At least one year's experience of working in a cultural setting; museum, library or theatre etc.	X	
Educated to degree level	X	

Conditions

- Weekly hours to be discussed at interview, but will be worked on a flexi-time system
- Time off in lieu will be given for occasional evening and weekend work
- 24 days annual leave, plus bank holidays (pro rata)
- We offer all staff membership of the Greater Manchester Pension Fund

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be pursued.

As an equal opportunities employer, we welcome applications from all suitably qualified persons. However, as Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented within our organisation, we would particularly welcome applications from BAME and disabled applicants. All appointments will be made on merit.