

JERWOOD ARTS

November 2021

Dear potential new team member,

Thank you for your interest in working with us at Jerwood Arts. We are looking for a full-time **Project Manager (Visual Arts)** to join our small team of nine. The closing date for applications is **10am, Monday 29 November**. Interviews will take place on 8 December by video call. Please complete your application using our online portal:

www.jerwoodarts.org/jobs.

This job pack is designed to help with any questions you might have about the role and the application process. It includes:

- Role description
- Skills and experience we are looking for
- Terms and conditions
- Guidance on how to apply
- Equal opportunities
- Selection process

Jerwood Arts is the leading independent funder dedicated to supporting UK artists, curators and producers to develop and thrive. We know the impact of Covid-19 on their livelihoods and the arts and cultural sector has been profound and it will be a struggle for some time. Over the next year and beyond we are committed to continuing to offer transformative opportunities. Please visit [our website](#) to find out about all our current programmes.

We are known for advocating for better conditions for artists, including more inclusive recruitment practices. In recent years, our funding has been reaching increasingly diverse artists, curators and producers, and as our team evolves, we want to ensure it better represents those we work with to best inform our work.

We are currently looking for two new team members to join us as we embark on an ambitious programme of work in 2022, supporting artists from all backgrounds and across the UK through a variety of opportunities.

Through these roles, we hope to invite two new voices to bring different perspectives and ideas to strengthen our work. We are excited to have this opportunity and would particularly like to hear from you if you feel under-represented in the arts or funding sectors and/or haven't followed a 'traditional' career pathway and would like to play your part in contributing to our mission to support early-career artists.

Please email us with any questions - we will be happy to help.

Best wishes,
Lilli Geissendorfer
Director

Project Manager (Visual Arts)

Contract: 18 months, full time

Salary: £27,000

Jerwood Arts is seeking to appoint a motivated individual to join the team as Project Manager with a focus on the visual arts. This new role will be responsible for managing the administration and delivery of several projects and programmes with an emphasis on managing relationships with partners, supporting delivery of funding opportunities and working with artists and curators funded by us.

Reporting to: Deputy Director

Who we are

Jerwood Arts is the leading independent funder dedicated to supporting UK artists, curators and producers to develop and thrive. We enable transformative opportunities for individuals across art forms, supporting imaginative awards, bursaries, fellowships, projects, programmes and commissions. We present new work and bring people from across the arts together through our exhibitions and events at Jerwood Space, London, as well as across the UK.

Jerwood Arts has an office at Jerwood Space, its sister organisation, one of the top rehearsal space for professional theatre, opera and dance companies in London. Jerwood Arts programmes the three gallery spaces in the building, which also houses a café run by The Gentlemen Baristas.

Over the last 18 months we have developed a hybrid model of home and office working, making the best of both to ensure the safety of our staff and the effective delivery of our activities.

More information about Jerwood Arts is available at www.jerwoodarts.org.

The role

Over the next 18 months Jerwood Arts will be running a range of programmes and funding opportunities, including the pilot [Jerwood Curatorial Accelerator](#) and [Weston Jerwood Creative Bursaries 2020-22](#), and a number of yet-to-be-announced funding programmes and awards.

This new role will be joining two existing Project Managers to work mainly on two to three programmes focused on early-career artists in the visual arts. Currently our visual arts support includes partnerships such as [Jerwood/Photoworks Awards](#) as well as commissioning opportunities such as [Survey](#) working with four partners nationally. This role will play a key role in supporting and working in partnership across programmes, as well as managing administration and delivery of funding opportunities. Jerwood Arts' small team works flexibly and collaboratively, and the Project Manager can also expect to hop onto other projects to support colleagues where additional skills and capacity is needed.

Jerwood Arts prides itself on the level of support it provides individuals applying for opportunities and when they are in receipt of our support. The Project Manager will be supported to develop their skills and manage relationships with beneficiaries and partners with care. This will include providing support such as helping identify and approach mentors or coordinating an online workshop or event, as well as ensuring information about beneficiaries is up to date and accurate across our website and working on how we profile and amplify the individuals and organisations we support.

The Project Manager will be part of the team advising and supporting individuals applying for the opportunities it manages. They will gather feedback from applicants to enable us to improve on Jerwood Arts' funding and programmes. This will involve collecting applicants' data and working with the team to learn from our work and help us to advocate for artists' needs and influence arts policy.

As one of two new roles we are currently recruiting for, we are excited to invite people with different lived experience and skills into the team. We have no expectation of what an ideal candidate might be; they might have previously worked in one of a wide range of sectors across the arts, charities, social enterprises, creative industries, education, and beyond, and have relevant transferable skills. We will support our new team members to learn Jerwood Arts' ways of working and can provide role-specific training and development to develop their skills in areas where they may have less experience and/or feel less confident.

Main Responsibilities:

- **Funding Programmes Management:** administrate and deliver Jerwood Arts' programmes and the support of individual artists, curators and organisations supported by us with a particular focus on those in the visual arts
- **Evaluation, Learning and Impact:** collect and manage data across our programmes for our organisational learning
- **Relationship Management:** steward relationships with beneficiaries, partners and networks of artists and stakeholders
- **Communications:** Deliver timely and accurate updates on programmes for use across website, social media channels and for evaluation

Specific Responsibilities

Funding Programmes Management:

- Play a key role in the day-to-day management of a wide range of programmes, focusing on two or three at any one time in the visual arts or across art forms
- Administrate Jerwood Arts' application portal, maintaining and building new online application forms
- Provide advice and technical support for applicants online and by phone
- Administrate selection processes for a range of awards and funding programmes

Evaluation, Learning and Impact:

- Work alongside colleagues to collect qualitative and quantitative information from applicants and individuals supported by us to help the organisation learn and improve its support for individuals whose backgrounds and experiences are underrepresented in the arts
- Contribute to evaluation and reporting to Trustees, partners and funders
- Produce updates, analysis and summary reports to support press, communications, advocacy, internal learning and strategic planning as required
- Contribute to maintaining up to date information on beneficiary and alumni databases
- Contribute to development and delivery of Action Plans across our work to improve ways of working, including in response to feedback from applicants and beneficiaries

Relationship Management:

- Play a key role in day-to-day management of relationships with partners in the visual arts
- Maintain professional and supportive relationships with Jerwood Arts' beneficiaries, including representatives of arts organisations and directly with artists
- Support the development of beneficiary artists with signposting of mentoring, funding and other opportunities

Communications:

- Write updates on beneficiaries for our website and social media
- Support record keeping on beneficiary activities and alumni achievements
- Use Wordpress to update website content to profile and promote individuals supported by us
- Support and co-ordinate with colleagues to maintain Jerwood Arts' contacts database
- Draft content and provide support for beneficiary and stakeholder communications including newsletters (Mailchimp), surveys (Gravity Form, Survey Monkey, etc) and events (Doodle poll, Eventbrite, etc)

General

- Represent Jerwood Arts with a professional manner
- Act with discretion and maintain confidentiality
- Contribute to the successful life, work and overall running of Jerwood Arts by adhering to its policies and procedures
- Enact Jerwood Arts [values](#) and [principles](#)
- Promote the vision, mission, and strategic goals of Jerwood Arts
- Contribute to strategic planning and policy development as required
- Be an active member of the Jerwood Arts team and provide support for colleagues in the team as and where required
- Develop an understanding of Jerwood Arts work and act as representative and supporter at relevant events and engagements

This job description is not exhaustive and will not form part of your contract of employment: it may be reviewed and amended from time to time within the reasonable remit of the role.

Skills and experience we are looking for

Please note, you do not need to meet all these criteria to apply, we welcome applications from those who feel they meet a majority and can demonstrate a desire to develop in the role. We can provide role-specific training and development as required. Also, overqualified candidates will not be prioritised in the selection process.

Experience

- Two or three years of project management experience, preferably in the visual arts
- Some experience of working on organisational partnerships
- Some experience of working with data and/or evaluation

Skills and Abilities

- Ability to communicate effectively with a wide range of people
- Ability to manage data and keep detailed records
- Ability to work both independently and collaboratively as part of a team
- IT confident, ideally with Office 365, Sharepoint and Wordpress
- Able to act with discretion and maintains confidentiality
- Comfortable with remote working

Personal Attributes and Interests

- Takes pride in their work
- Willingness to learn
- Approaches work with a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Responds positively to differing points of view
- Actively committed to improving equity, diversity and inclusion
- An interest in supporting early-career artists
- An interest in the arts, especially visual arts

Term and Conditions

Contract: 18 months

Hours: 35 hours per week

We will support requests for flexible working, including compressed hours and/or a four-day/28 hour a week (with the equivalent pro rata salary).

Base: Jerwood Arts, 171 Union Street, London SE1 0LN. Since summer 2021, staff have been working flexibly from home and from the office as required by their roles.

Salary and benefits:

Auto-enrolment pension scheme; employee's minimum required contribution will be matched by a 5% contribution from the employer.

25 days per annum plus bank holidays

Jerwood Arts Cycle to Work Scheme

Discount at the Gentleman Baristas' School House Cafe

Induction and access: Jerwood Arts is committed to creating an inclusive culture and ensuring staff have the right equipment and software to deliver their role. We welcome conversations about how we can make new staff feel comfortable, including about working patterns and styles.

Professional development: Jerwood Arts is a learning organisation and professional development is offered to all staff, individually and as a team. Work in the gallery public space is fully supported, including with health and safety training.

Notice Period: Six weeks (one week during probationary period)

Probationary period: Two months (subject to review)

How to apply

You can apply using the online form [here](#).

These notes are intended to help you to make a strong application by providing us with all the information needed to demonstrate how you meet the requirements of the role.

- Please read these notes carefully before completing your application.
- Please submit your application by the deadline. Applications received after this cannot be considered.

Working through the form

- There is no save and continue function in the online application form. We strongly recommend you draft your responses offline in the word version of the application form and then paste them into the online form when you are ready. We also recommend that you save the word document of your completed application for your records.
- You will have the option of submitting either a written or a video/audio application. We do not have any preference for the format of the application and the recorded version should have the same content as if it were written.
- We do not ask for a CV. There is a space in the form for you to outline your work, education, training, skills and life experiences that you think are relevant to the role. This is a space for you to talk about your recent and current activities and how they might have prepared you to take on the role with Jerwood Arts.
- The Supporting Statement gives you the opportunity to talk about your ambitions for the role and how you meet the necessary Experience, Skills and Abilities, Personal

Attributes and Interests. You might find it helpful to specifically address the items in the points outlined in this job pack.

- You will need to provide details of two referees as part of your application. In addition to your current or most recent employer, you should choose someone who knows you and your work well, rather than someone who looks impressive on paper. They do not need to necessarily work in the arts. We will only contact the referees of those who reach the final stages of our recruitment process.

Support with making your application

Please contact us at info@jerwoodarts.org or 07947 906445 if you have any questions about this role or if you have any technical issues with our form. We will respond to email enquiries within three working days.

Access

We are committed to ensuring you feel as comfortable as possible throughout the process of applying to us, so if you do have any access requirements please contact Clíona Malin 07947 906445 / info@jerwoodarts.org. We will be happy to make any reasonable adjustments for you to apply or attend an interview.

If you would prefer to submit your application as an audio or video recording, the online application portal provides the opportunity for you to do this. You can upload one audio or video file with a recording outlining your experience and supporting statement. We will ask you to complete contact details and an equal opportunities monitoring form in written form to assist the processing of your application. No assessment of the production quality of audio or video recordings will be made.

If you are successful, we will design an inclusive induction process with you to ensure you are comfortable working with us, and have the right equipment and software to do the role.

Equal Opportunities

We are taking positive action to achieve equal opportunities in our recruitment procedure, welcoming applications from people of any race, nationality, ethnic origin, religion, socio-economic background, marital status, sex, sexual orientation, age or disability. We actively encourage those who are currently under-represented in the arts and funding sectors as well as those with lived experience to apply.

Positive actions we have taken include re-writing our job packs and creating an inclusive application form, with no requirement for CVs and the choice to submit video/audio applications. We have thought carefully about how and where to advertise the job to encourage those who do not currently see themselves represented to apply, and offering time to talk to potential applicants who would like support with articulating how their experience is transferable to the role. The staff members reading the applications have received bias awareness training and will endeavour to ensure that all applicants are treated equitably.

We encourage applicants to complete our Equal Opportunities Form, which helps us monitor the diversity of our organisation and our work. Your responses will be treated in confidence.

If you are from a background that is currently under-represented in the arts and funding sectors (for example if you are d/Deaf or disabled, from a African, Caribbean, LatinX, South Asian or East Asian background, or you did not go to university), and you would like to talk to us about this role, please book a ten-minute call with one of our team as set out above.

The person you speak to will not ask you to disclose your background as part of this support. To request this, please email info@jerwoodarts.org with your name, phone number, what you would like to talk through and your preferred slot from the following options: Friday 12 November 9:30 – 10am, Monday 15 November 11am – 1pm, Tuesday 16 November 12 – 1pm and 2 – 3pm and Wednesday 17 November 3pm – 4pm. Slots are limited and will be booked on a first come first served basis.

Selection Process

All applications will be read by at least two members of the Jerwood Arts team. Those reviewing applications will consider the case made against the Skills and Experience we are looking for (Experience; Skills and Abilities; Personal Attributes and Interests) outlined for this role.

Our team have received bias awareness training and we are committed to ensuring that all applicants are treated equitably. Applications will be read without any information from the Personal Details section of the form. Personal details and equal opportunities monitoring information may be taken into account at final shortlisting stage to help us achieve our diversity and inclusion goals.

If you are shortlisted, we will normally contact you by telephone to invite you to interview. This will be confirmed by an email which will outline full details of the interview process, including the questions you will be asked in advance. This may include an exercise to test your ability to carry out specific requirements of the role.

Interviews:

While we will endeavour to meet applicants' needs, this interview date is fixed; please ensure you could be available if you are shortlisted. In some instances it may be necessary to invite applicants back for a second interview. You will be given full details about the arrangements if it is decided that this is necessary.

The interview will be held by video call and will be with two members of the Jerwood Arts team and an external artist from our network.

The outcome of all applications will be communicated by latest 3 December 2021. As part of our commitment to equal opportunities, written or verbal feedback will be provided to all interviewed applicants on request by 17 December 2021.

All offers of employment at Jerwood Arts are made subject to receipt of satisfactory references. Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Successful applicants will be asked to provide us with evidence to support their entitlement to work in the UK.