



JOB DESCRIPTION

Job Title:	Digital Project Manager – “Cause and Effect”
Responsible to:	Senior Producer Broadcast & Digital
Responsible for:	Freelance practitioners, artists and contracted agencies
External contacts:	14-18 NOW (the commissioners), artists and contracted Digital and PR agencies

About the Roundhouse:

The Roundhouse is a place of great spectacle and a home for young talent. It is a hub of inspiration where artists and emerging talents create extraordinary work and where young people can grow creatively as individuals. We believe in the power of creativity to change lives.

By giving young people aged 11-25 the chance to engage with the arts through music, new media and performance projects, we inspire them to reach further, dream bigger, and achieve more.

MAIN PURPOSE OF POSITION

“Cause and Effect” is a commission from **14-18-NOW** to produce and platform a series of digital / moving image works from prominent young music and spoken word artists that surfaces the contemporary relevance of the impact and legacy of the First World War for a (post-)millennial generation. Cautionary as well as agitational and inspirational, the work will serve to challenge and engage young people in a discourse around the cause and effect of WWI that has relevance to their world in 2018.

We are seeking an experienced Project Manager with a background in managing artist commissions, cross-platform arts projects, and ideally digital project management experience, to co-ordinate delivery of this exciting project. The successful candidate will establish and maintain a project plan with clear milestones, managing delivery and the project budget. Reporting to the Roundhouse’s Senior Producer for Broadcast & Digital, the Project Manager will also be responsible for ensuring effective communication between all project contributors – internal Roundhouse teams, artists and contractors.

DUTIES AND RESPONSIBILITIES

- Reporting to the Senior Producer Broadcast & Digital, manage the delivery of the “Cause and Effect” project
- Create and maintain a detailed project plan ensuring that delivery is managed effectively, to agreed timelines and agreed success and risk factors.
- Manage and support internal and freelance team members, including Filmmakers, Programme Co-ordinators, Youth Support etc.

- To maintain good liaison and effective communication of information to and from artists and to ensure the smooth running of the artistic process and timely delivery of high quality artists' work
- To maintain good liaison and effective communication with delivery partners including digital and PR agencies ensuring key milestones and deliverables are met and/or that, when necessary, adjustments are made that mitigate against impact on other dependencies
- Alongside the Senior Producer, be responsible for quality control maintaining the conditions in the working process for high quality delivery and proofing all content before sign-off/approval
- Convene, chair and produce reports from project and production meetings
- To be responsible for effective administrative and financial management systems, to ensure the efficient running of the project and delivery within the budget and agreed timescales
- Liaise with the appropriate internal staff in the relevant teams, Broadcast & Digital, Music, Performing Arts, Technical Production to ensure delivery is properly resourced and to minimise negative impact on the day-to-day running of the Roundhouse operation
- Once live, take responsibility for moderating public contributions to the Cause and Effect platform
- In collaboration with the Senior Producer Broadcast & Digital, establish and implement processes for effective evaluation of the project

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes

PERSON SPECIFICATION

Essential

- Experience managing the delivery arts and media projects within the cultural sector of the creative industries
- Experience managing interdisciplinary teams of creative practitioners
- Experience of managing inter-organisational delivery of creative projects
- Experience of the artist liaison function and managing and supporting artists on projects where they are commissioned to work independently
- Excellent communications and presentation skills in person and in writing
- Excellent people management skills
- Experience of working in a collaborative manner to achieve the required outcomes
- Excellent financial and budget management with experience managing budgets in excess of £150k
- Excellent administration and IT skills

- Knowledge of the design and development process in the creation of online platforms
- Experience/knowledge of working on projects created with and by young people
- A commitment to and enthusiasm for encouraging participation in the performing arts amongst young people

Desirable

- Experience of negotiating and contracting artists and companies
- Project management experience gained in a digital agency
- Previous experience managing external marketing and communications partners such as digital and PR agencies
- Previous experience in film production possibly as a producer, line producer or post-production supervisor

Conditions

Contract:	Fixed Term (until November 2018)
Hours:	24 hours per week. The post will involve working some unsocial hours.
Annual Leave:	The annual leave year runs from April to March, and you will be entitled to 25 days pro rata per annum plus bank holidays.
Notice Period:	1 month