

Job Description

Project Manager, to oversee the delivery of Heritage Lottery Fund (HLF) funded project *Raw Materials: Textiles*

Bow Arts (registered charity no. 1046958) has received funding to run *Raw Materials: Textiles*, a community and arts project focusing on the industrial heritage of textiles in the River Lea Valley, east London. *Raw Materials: Textiles* will be the second phase of the *Raw Materials* project, the first of which focussed on wood (August 2016-June 2017) and culminates in an exhibition in the Nunnery Gallery. Following on from [Raw Materials: Wood](#)'s success, the project will record the relatively unexplored heritage of textiles in the specific geographical area of the Lower Lea Valley, local to the Nunnery Gallery and Bow Arts' studio sites. Research will be conducted through archive and museum collections, on-site visits and exploration, led by an active community steering group and supported by local project partners. Contemporary responses to heritage will be explored by two resident makers and by a partnership with London College of Fashion, the BA Fashion students of which will incorporate project research into their work. Project partners include local archives at Barking and Dagenham, Hackney, Haringey, Newham and Tower Hamlets, as well as the Drapers' Company, London College of Fashion, The Jewish Museum London, William Morris Gallery, Valence House and the V&A. The project will culminate in the uploading of research findings to the [Raw Materials website](#), heritage map and an exhibition of both archival and contemporary objects in Bow Arts' Nunnery Gallery, together with an exciting programme of events, workshops and area tours.

We are looking for a dedicated and creative Project Manager to deliver the *Raw Materials: Textiles* unique and community driven activity.

Terms of employment: September 2017 – June 2018 (10-month contract, 16 hours per week)

Remuneration: £8,761.90 (£23,000 per annum, pro rata)

Overseen by: Gallery Co-Director, Nunnery Gallery, Bow Arts

Role Description:

- To oversee the delivery of the *Raw Materials* Project as per the HLF activity plan and budget.
- To manage the research / community elements of the project:
 - i. Recruitment and management of the project steering group.
 - ii. Management of archival, institution and site visits.
 - iii. Working with the two resident makers to ensure they are involved in research visits / project evolution.
 - iv. Overseeing the sharing of research via the *Raw Materials* blog.
 - I. Management of volunteer steering group expenses.
 - II. Overseeing the editing / uploading of research on the *Raw Materials* website.
 - III. Commissioning relevant essays for the project publication with the Gallery Co-Director.
- To manage logistical elements of the project, including but not limited to:

- i. Ensuring documentation of the project throughout, including its research, evolution and main activity.
 - ii. Planning / arranging exhibition loans.
 - iii. Planning and delivery of the project event programme.
 - iv. Assistance in managing resident makers in the development of their contemporary work / assessing installation plan with Gallery Co-Director.
 - v. Planning and delivery of the project exhibition with the Gallery Co-Director.
 - vi. On-going evaluation of the project in line with the grant requirements.
 - vii. Meeting financial and procedural milestones in line with the funder's requirements and set out in the grant agreement.
- To regularly update the Gallery Co-Director on project progress.
 - To work with the Bow Arts Press and Communications Assistant regarding digital marketing.
 - To act as the main liaison between the Project partners and Bow Arts.

Candidate Experience:

- Management of large scale and multi-agency projects, preferably arts or heritage based.
- Excellent organisational and liaison skills.
- Interest in heritage and / or textiles with an aptitude for research.
- Management of budgets.
- Working within a local community or experience of working with community groups / local residents.
- Management of grants funded projects (preferable).

Application: by CV and covering letter to Sophie Hill, Gallery Co-Director on shill@bowarts.com
Please indicate the earliest date you could start in your covering letter.

Deadline: Monday 4 September 2017, 5pm.