

‘Future Halsway’ Creative Lead

Purpose: We are seeking an experienced freelance artist/project manager to lead the development of an innovative activity plan as part of a two year HLF funded restoration project. ‘Future Halsway’ will also explore how the manor, library, resources, artefacts and heritage can be used to engage communities, new audiences and education. Working with the Library and Archive Project Manager the activity plan should engage new audiences, develop new collaborations, increase profile and work with a range of local, national and international partners. This work will compliment an existing, well developed residential programme. Using 1000 years of heritage this role will animate Halsway Manor to better connect with our communities.

Key deliverables:

Phase 1

1. Develop and produce an activity plan linked to the restoration of the manor and library.
2. Research and identify new and innovative ways to engage communities.
3. Deliver a programme of taster events and projects linked to Phase 1.
4. Be proactive in realising opportunities for collaborative work and to lever external funding and in-kind support
5. Manage key stakeholder relationships with arts, heritage organisations and individuals, acting as first point of contact
6. Monitor and feedback on key result areas and KPIs
7. Evaluate project and provide reports for HLF
8. Attend and report at Project Management Group meetings.

Potential Phase 2 duties (funding dependant)

1. Run activity element of HLF project in 2018. (Dependant on funding) to include the delivery of the community engagement programme, including commissioning artists, residencies, workshop programme, youth programmes

Person specification

Essential:

- Significant relevant experience
- Experience of delivering or facilitating development work with a range of community groups in a range of community settings
- Experience of writing funding applications to a range of funding bodies
- Experience of working with artists, including managing contractual arrangements with artists
- Experience of preparing reports
- At least two years experience working in the arts and culture sector
- Project and Budget management experience
- A commitment to equal opportunities

Desirable:

- Knowledge of folk arts in the UK and further afield
- Knowledge of libraries and archives
- An awareness of the arts and culture sector SW England
- Teaching training and skills
- A practicing artist/educator
- Established networks in the folk industry
- Post graduate education in arts related field

Qualities:

- A good communicator at all levels
- A passion for arts and heritage
- Ability to form and maintain good working relationships
- A creative and imaginative approach
- Problem solving skills
- Good networking skills
- Ability to broker partnerships and develop positive relationships with other organisations
- An excellent working knowledge of IT
- Budget management skills
- Excellent organisational skills, including time management
- Ability to prioritise workload
- Ability to work as part of a team and ensure communications throughout
- Good presentation skills
- Ability to work with minimal supervision

Conditions of Employment

Work space available at Halsway Manor.

Fee: £7450 inclusive of travel and all other costs. The successful applicant will be responsible for their own VAT and NI arrangements. The fee includes at least one day per week at Halsway Manor.

Duration: Project 9 months, extendable for another year dependant on funding. Appointment for this commission does not guarantee the commission of the second year.

Hours of work: to be planned in consultation with the Project Manager.

To apply

Please send your CV and a covering letter outlining your relevant experience and skills and suitability for the task to Crispian Cook, chiefexec@halswaymanor.org.uk

Location

Halsway Manor, Halsway Lane, Crowcombe, Somerset TA4 4BD

**Funding raised by
The National Lottery**

and awarded by the Heritage Lottery Fund



LOTTERY FUNDED