

Role:	Project Manager – Partnership Exhibitions
Location:	Own premises, required to travel in Dorset and Wiltshire
Fee:	£ 62,000 inclusive of VAT and expenses
Status:	Freelance contract with Wessex Museums Trust
Reporting to:	CEO, Wessex Museums Trust
Contract duration:	18 months (Nov 2023 – May 2025) with possibility of extension

1. Introduction

- 1.1 Wessex Museums is a thriving partnership of the five principal museums across Dorset and Wiltshire that tell the stories of Wessex from prehistory to now, namely: Poole Museums, Dorset Museum, The Salisbury Museum, Swindon Museums and Wiltshire Museum.
- 1.2 Wessex Museums exists to build the resilience and relevance of the partner museums and others in our region. We are an independent charity, the Wessex Museums Trust, and an Arts Council England (ACE) funded National Portfolio Organisation (NPO). Our mission is to support museums to connect, inspire and add value to peoples' lives.
- 1.3 Wessex Museums requires a highly organised individual with excellent project management, exhibitions, communication and administrative skills to support the Wessex Museums Team and the partner museums to successfully deliver two partnership exhibitions in our current NPO programme.
- 1.4 Wessex Museums values peoples' differences and works to ensure fairness and equity in our policies and practices to enable diverse people to effectively work and engage with us. The Project Manager will be committed to this practice and responsible for ensuring that equality, diversity and inclusion is central to our NPO programme delivery.

2. Purpose of the Brief, Role and Outputs

- 2.1. Working to the Wessex Museums CEO, the Project Manager will support the delivery of the NPO programme and specifically two partnership exhibition programmes. These are complex and multi-faceted programmes requiring the contractor to co-ordinate multiple and overlapping workstreams across the five partner museums and beyond, working with a range of stakeholders. The contractor will be a key member of the Wessex Museums Team and work closely with colleagues in the partner museums across a range of professional disciplines.
- 2.2 The contractor will co-ordinate the delivery, administration (including financial), evaluation and reporting for two key projects in the Wessex Museums' NPO programme:

- **Wessex Folk:** A home-grown, collections-based touring exhibition on folk art and traditions of the Wessex region and including community co-curation and artist commissioning strands.
- **RiverRun Wessex:** A partnership project with Cape Farewell, to collaborate with communities, scientists, artists and curators to explore the environmental crisis related to chalk streams, which are unique to the Wessex region. The project outcomes will include artist residencies, community co-curation and a partnership touring exhibition of new contemporary art.

2.3 In respect of the projects above, the role will also include general project support, including:

- Contributing to the detailed NPO programme delivery plan, monitoring progress to ensure all milestones are met and WMT and individual partners achieve agreed outputs / outcomes.
- Supporting the partnership working groups, including organising and minuting meetings, contributing to agendas, and ensuring the groups are contributing effectively to NPO deliverables.
- Co-ordinating the procurement and work of subcontractors working to NPO programme deliverables, including writing contract briefs, administering recruitments and monitoring work programmes to ensure project deliverables are met to agreed standards and milestones.
- Contributing to strategic planning for the NPO programme, updating and maintaining associated documentation and strategies, and submitting to ACE in accordance with agreed standards and deadlines.
- Keeping abreast of ACE funding priorities and application requirements, as well as horizon scanning for other funding opportunities to enhance the existing NPO programme.
- Providing reports on the projects as required for the CEO, the WMT Board and ACE.
- Ensuring that Wessex Museums EDI policy and action plan are delivered in relation to the NPO programme.

2.3 The contractor is expected to comply with all decisions and policies of the Wessex Museums Trust and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

3. Copyright

3.1 The copyright for any material produced during the course of the contract will be the property of Wessex Museums.

4. Working Arrangements, Location & Equipment

- 4.1 The contractor will be expected to work on a regular, weekly basis to be agreed with the CEO. This is in order to help ensure consistent and timely management of the programme and regular interface with the rest of the Wessex team.
- 4.2 The contractor will work from their own premises but will also be required to attend meetings and work with staff online and / or in the Dorset and Wiltshire museum locations. The contract requires travel in Dorset and Wiltshire and access to a car.
- 4.3 The contractor will be expected to provide their own IT equipment to enable them to fulfil the requirements of the contract, including access to a computer/laptop, the internet and phone. The Wessex Museums Team currently uses Microsoft Teams and Sharepoint.
- 4.4 The contractor will be expected to provide any materials that they require for the contract. The partner museums may be able to provide basic stationary supplies upon request.

5. Remuneration for the Contract

- 5.1. The total fee for this contract is £62,000 inclusive of VAT and travel expenses for the 18 month period. It is anticipated that the contractor will provide around 200 days' work (approximately 2-3 days per week) for the total sum quoted.
- 5.2. The contractor will be responsible for their own pay, tax, National Insurance and pension contributions.
- 5.3. A payment schedule for the contractor's fee will be agreed at appointment.
- 5.4. Wessex Museums operates 30-day payment terms. All invoices will be paid by 30 days from the date of issue of the invoice. Payments will be made by BACS.
- 5.5. Any potential extension to the contract duration and fee will be made through a separate agreement.

6. Health & Safety

- 6.1. The contractor will be responsible for managing their own health and safety and those they work with, complying with all relevant legislation.
- 6.2. Desk space can be made available at the partner museums on an ad hoc basis via previous arrangement. The site-specific health and safety regulations should be adhered to. A briefing will be provided.

7. Insurance

- 7.1. The contractor is required to have professional indemnity insurance (min £250k).

8. Qualifications, Skills and Experience

8.1. The contractor is expected to meet the following criteria in order to fulfil the requirements of the contract:

Attributes	Criteria	Method of Assessment
Experience	Project management and delivery in a cultural / heritage context. Exhibition project management. Partnership working. Budget and cashflow monitoring. Data collection, analysis and reporting. Evaluation of projects. Organising and minuting meetings. Reporting at board level and to external funders.	CV & Interview
Aptitudes & Abilities	Excellent organisational skills and mastery of a range of project management tools. Highly developed verbal and written communication skills. Excellent interpersonal skills and an ability to work with a wide range of stakeholders. Ability to analyse complex data and present it with clarity to a range of audiences. Ability to manage a complex workload and meet deadlines under pressure.	CV & Interview
Knowledge & understanding	A strong knowledge and understanding of project planning, management and evaluation. An understanding of the working environment for both local authority museums and independent museum trusts. Understanding of Arts Council England funding, priorities and reporting requirements.	CV & Interview
Attitude & Motivation	Takes positive ownership of tasks and sees them through to completion. Ability to negotiate, persuade and advocate. Friendly, helpful and collaborative attitude. Ability to motivate and coach others to help achieve shared outcomes.	CV & Interview

9. Application for the Contract

- 9.1 Contractors are asked to submit the following in application for the contract:
- A covering letter setting out their interest in and what they can bring to the role, including an outline of previous experience relevant to the contract brief (no more than 2-sides of A4).
 - CV
 - Two references
- 9.2 Please apply by **10am on Monday 16 October 2023** by email to:
hello@wessexmuseums.org.uk
- 9.3 Interviews for the contract will take in the week commencing **23 October 2023**
- 9.4 For further information or to arrange an informal conversation about the contract, please contact: hello@wessexmuseums.org.uk