

Project Manager – Middlesex Street Art Trail Mural **(Fixed term freelance contract)**

Job description

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Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucian Freud, Gilbert & George and Mark Wallinger.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

Middlesex Street Art Trail Mural

After being invited to apply, Whitechapel Gallery have been successfully appointed to provide consultancy services around the development and delivery of a large scale painted mural on the site of New Goulston Square as part of the Middlesex Street Art Trail, a cultural regeneration initiative coordinated by London Borough of Tower Hamlets.

Role

Whitechapel Gallery is looking for an experienced curator and project manager to successfully represent Whitechapel Gallery in the development and delivery of the agreed scope of work. The role will manage the commission, acting as the main point of contact for both the selected artist and Tower Hamlet's High Streets team, ensuring the project is delivered on time and on budget.

Accountability

This role and project is overseen by the Director of Commercial Enterprises, Whitechapel Gallery. The Project Manager will liaise with members of the Exhibitions team.

Project Timeline

Milestone	Date Deadline
Contract starts	From September '21
Coordination of submissions	September – December '21
Selection of artist	December '21
Development of design & delivery plan	January – March '21
Complete and launch project	By end of March '22

Duties and Responsibilities

Phase 1 – 4 – artist brief development, identification, and selection:

- Research, identify and shortlist up to 4 artists to be considered for selection in consultation with Whitechapel Gallery Exhibitions Team and Director
- Finalise draft of the mural brief including the criteria for concept design, refining the method statement requirements, ensuring this meets Whitechapel Gallery curatorial standards, and support on defining the breakdown of the artist's budget to cover execution costs
- Issue the brief to the invited artists, manage questions and responses, and coordinate submissions for presentation
- Coordinate the Middlesex Street Art Trail Panel to interview artists and select winning proposal
- Provide draft artist contract between selected artist and London Borough of Tower Hamlets, outlining key terms related to the ownership, title, maintenance, restoration and deaccessioning of the artwork according to overall best practices in public commissioning.

Phase 5 – development and completion:

- Liaise with the chosen artist and support them with development of the mural's content, design and execution in order to meet the artist brief
- Coordinate artist and Whitechapel Gallery presence in up to 2 community group sessions to develop design/visual concept including support for the artist in resourcing of reference materials for discussion
- Copyright and licensing: seeking licenses and copyright permission to reproduce any applicable material in the final mural design
- Secure Whitechapel Gallery Art Technician guidance to support the artist with finalising the design, including technical advice on selection of materials, to ensure the design is deliverable
- Development of installation plan: plan and develop the installation schedule for the artwork in consultation with artist, Whitechapel Gallery technicians, and Tower Hamlets and potentially external contractors; ensure all required documentation and risk assessments and provided by artist and contractor and signed-off in advance of any installation work
- Full support for the artist onsite during installation
- Write conservation and maintenance plan for the artwork in consultation with the artist and Tower Hamlets to ensure the legacy of the artwork
- Coordinate with Whitechapel Gallery communications team for relevant press, social media posts from Whitechapel Gallery's accounts
- Maintain up-to-date records of the project on Whitechapel Gallery's server at the end of the project, ensure the commission and all relevant paperwork gets archived in Whitechapel Gallery's archive

Person Specification

Essential

- Experienced project manager with arts-related or curatorial expertise
- Experience in coordinating artist submissions and refining artist briefs
- Experience of managing commissioned artists and their studios
- Knowledge of managing budgets
- Knowledge of public art commissions and best practice around commissioning, conservation and maintenance
- Experience writing and negotiating contracts with artists and other parties
- Ability to flex days to suit project requirements around workload/deadlines

Desirable

- Knowledge of technical requirements for large-scale painted mural
- Knowledge of artists working in London in general and the East End specifically who could be considered for this commission

Contract

- 6 month period, until completion of project in March 2022
- Estimated required days: 28 days
- Fee: Up to £5,600

To apply, please send your CV and examples of previous project work to:

recruitment@whitechapelgallery.org

For more information or to discuss this opportunity further please contact Smitha Islam, Head of HR and Inclusion at Whitechapel Gallery.