

Project Manager: Arts and Environment Symposium (Fixed-term contract)



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 Zarina Bhimji, Sophie Calle, Theaster Gates, Emily Jacir and Michael Rakowitz.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, restaurant and bookshop, the Gallery is open all year round, so there is always something free to see.

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.

Context

Whitechapel Gallery and the Gallery Climate Coalition are partnering on a symposium exploring Environmental Responsibility for Arts Organisations, provisionally scheduled for March 2023. The symposium will be held across two London venues, with content largely determined by the Gallery Climate Coalition, Whitechapel Gallery and other project partners. Formats will include keynote presentations, panel discussions, workshops, breakout sessions and fringe events.

Role

The Project Manager role will lead on the management, planning and delivery of the symposium, working closely with key stakeholders at Whitechapel Gallery and the Gallery Climate Coalition, liaising with venues, speakers and other external contributors, and ensuring the smooth running of the event.

Reporting

The Project Manager will report jointly to the Director of Education and Public Programmes at Whitechapel Gallery and the Managing Director of the Gallery Climate Coalition.

Main Responsibilities

- Liaising with key project partners, principally the Gallery Climate Coalition and Whitechapel Gallery, keeping stakeholders updated on plans and progress.
- Managing the event budget and project administration, maintaining rigorous records for project partners and funders.
- Liaising with event venues, including leading on all major elements of event planning including AV, ticketing, refreshments and staffing.
- Liaising with speakers, including issuing invitations, supporting their participation, and organising travel and accommodation.
- Liaising with project partners on event marketing and promotion, including creating event copy, providing relevant images, and updating online event listings, and ensuring the event reaches key professional and wider public audiences.
- Liaising with project partners regarding in-kind and/or direct financial support for the event, in close discussion with Whitechapel Gallery and Gallery Climate Coalition.
- Leading on creation and distribution of digital content related to the event, including research, interviews and videos, both leading up to and following the symposium.
- Ensuring the appropriate recording, documentation and archiving of the project.
- Leading on event evaluation with speakers, audience and project partners.

Person Specification

Essential

- Proven experience of large-scale, multi-partner event project management.
- Excellent administrative and project management skills, including proven budget management experience.
- Strong communication skills, both written and verbal.
- Ability to work independently and as part of a wider event team.
- Ability to work flexibly and under pressure.
- Good IT skills including familiarity with Outlook, Word, Excel, databases and online project management tools.
- Commitment to the goals of environmental sustainability.
- Commitment to advancing issues of equality, diversity and inclusion in the arts and environmental sectors.

Desirable

- Experience of developing and delivering digital content and online events, including live-streamed events.

Conditions of work

- Fixed-term contract: 5 September 2022 to 24 March 2023.
- The role involves working 3 days per week from 5 September to 31 December 2022.
- The role will be full-time from 1 January to 24 March 2023.
- Fee: £15,000 (FTE Salary: £27,826).
- The period of notice is 2 months in writing on either side.
- Probation period: 1 month.

In addition, the benefits you are eligible to receive are:

- 25 days annual holiday, excluding bank holidays (pro rata for part-time staff).
- Option of 4% of your gross salary provided as employers' pension contribution (3 months after start date or when probation has been successfully completed, whichever is latest).
- Research trips to international art events in addition to exhibition related travel.
- Discount from the Gallery bookshop (subject to availability).
- Discount from the Townsend Restaurant (subject to availability).
- Discounts on editions (one per edition) and publications (subject to availability).
- Training opportunities.
- Access to the Gallery's Employee Assistance Programme.

Application Process

To apply, please send your CV plus a short letter outlining your suitability for the role to:
recruitment@whitechapelgallery.org

Applications close at 8am on Monday 15 August. Interviews will be held w/c 22 August.

Further Details

For more information or to discuss this opportunity further, please contact Richard Martin, Director of Education and Public Programmes at Whitechapel Gallery:
richardmartin@whitechapelgallery.org
