**Job Description**

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| Job title: | Project Manager |
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| Division: | Corporate |
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| Board/corporate function: | Strategy |
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| Salary: | £7800 fixed fee |
| Responsible to: | NPAG Art, Heritage and Design steering group |
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| Accountable to: | Guy Noble, Art Curator, University College Hospitals NHS Foundation Trust |
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| Contract Type | Freelance, 26 days. |
|  |  |
| Location: | Home Working |

**Application Process**

This post is subject to successful funding from an ACE Project Grant.

Interested applicants should email their CV and Expression of Interest to Guy Noble ([guy.noble@nhs.net](mailto:guy.noble@nhs.net)) by **Monday 16 November 2020.**

If funding is successful a shortlist of applicants will be invited for online interview on **Monday 30 November.**

**Introduction**

A consortium of NHS Hospitals, as part of the National Performance Advisory Group, Arts, Heritage and Design (NPAG AHD), have formed to develop an artist-led programme to create an artwork of national prominence to mark the COVID-19 pandemic entitled: Crisis, Recovery, Reflection and Commemoration.

NPAG AHD members work in hospitals across the country, and focus on bringing art of the highest quality to a broad, diverse audience of patients, staff and visitors. This commission is overseen by a steering group from the NPAG membership and will be managed by a freelance project manager.

**Overall Job Purpose**

To manage the research and development phase of the commemorative art programme including the following:

To play a key role in researching and overseeing the recruitment of a nationally leading Black Asian or Ethnic Diverse artist for a for a high-quality, innovative, national-profile commission.

To support the artist in carrying out initial research for the commission in dialogue with 20 participating hospital trusts.

To support the artist in creating a detailed delivery plan and budget for their commission, including a costed communications plan to support the commission.

To fundraise for this national commission as well as for parallel locally delivered projects across 20 hospital trusts, developing funding partners and delivery partners to enable the commission.

To play a vital role in maintaining links between participating hospitals and the project steering group

**Main Responsibilities**

1. Work with the NPAG AHD Steering Group to develop the commission strategy.
2. Prepare the artist’s brief, and manage short-listing and appointment process.
3. Prepare partnership agreements between participating hospitals and artist/s.
4. Convene meetings between steering group and participating hospitals.
5. Liaise with participating hospitals to collate narratives from hospital staff on COVID-19 experiences gathered through creative and social history projects which will provide research material for the Lead Artist
6. Manage the artist to ensure the successful delivery of fully costed and detailed project proposal
7. Seek to maximise resources for the project through the development of funding and cultural partners, and fundraise for the commission
8. Work with the artist and liaise with participating hospitals to develop a detailed delivery plan for the commission
9. Develop a communication and marketing plan for the commission to gain national promotion of the project through media outlets, raising awareness of the commission and role of the arts in hospitals and healthcare.
10. Provide written and verbal report of the project’s progress.
11. Write the end of grant report for Arts Council England and other funders.
12. Keep abreast of current legislation regarding events and the arts, including the safeguarding of children and Health and Safety legislation, and to be responsible for disseminating this information appropriately to ensure best practise is followed.

**Knowledge, Skills and Experience**

* Proven experience of arts curating and project management
* Experience of applying for and being successful in obtaining funding for arts projects from ACE and other sources.
* Experience of writing artistic briefs
* Experience of writing partnership agreements
* Experience of stake-holder engagement and management
* Knowledge of programming and commissioning large-scale live art events
* Ability to lead complex projects / programmes of activity with limited managerial direction
* Able to advocate for and represent stakeholders views
* Strong interpersonal skills and able to build successful relationships across a range of colleagues and partners
* Able to foster cultural relationships and partnerships
* Ability to work sensitively and diplomatically
* Ability to manage artistic expectation and aspirations

**Work Environment**

The post-holder will be expected to work from home, and have the capacity to facilitate meetings virtually.

**Further information about the Commission**

**Crisis – Recovery – Reflection – Commemoration:**

**An Artist-led commission created with and for NHS hospital staff in response to COVID-19: outline proposal: 8.6.20**

*‘Right now, providers are working, sleeping and then working again. When they finally stop, they will need space for beauty, reflection and healing.’*

Dr. Jay Behel, Rush Medical College, Illinois

*‘When this settles we will need some type of memorial to those who died from COVID-19 as well as those who worked to save lives and those who died doing so’*

Richard Rogers, Consultant in Paediatric Aneasthetics, John Radcliffe Hospital, Oxford

As Arts Managers our work involves developing long-term relationships with staff across our hospital Trusts. As such we are uniquely placed to engage with staff, listen to their experiences and to manage the creation of work that feeds directly back to them.

**Introduction/Overview**

During the weeks of lockdown there has been a resurgence of the arts to support wellbeing – from singing on balconies creating connections between isolated neighbours, daily poetry readings on Radio 4’s new programmes, and creative challenges on social media, to Netflix films, screenings of live theatre and concerts and online music and comedy festivals. People have turned to the arts for distraction and pleasure, to alleviate boredom, and to comfort and soothe.

The arts are playing an equally important role in helping to counter anxiety, and to distract, calm and alleviate stress for patients and boost morale for staff in hospitals and since the beginning of the pandemic Arts Managers have been developing inventive responses to new circumstances, such as creating downloadable and printed creative material to engage and divert patients who are no longer able to receive visitors, and concerts and storytelling on tablets and screens, bringing a human face and connection to those surrounded by staff in masks. Staff wellbeing hubs have been established in many hospitals with Arts Managers contributing art and cultural resources, for example, books of poems providing a welcome respite.

NHS hospital staff across England are in the front line of care as COVID-19 continues to devastate the lives of thousands across the country. Every day clinical staff as well as cleaners, porters, estates workers and support staff are putting their own lives at risk as they care for the sick and dying. Sadly there are already many who have lost their lives doing so and this number will rise.

This proposal for an artist’s commission sets out to acknowledge and celebrate the enormous courage and sacrifice of NHS hospital staff in these unprecedented times through the creation of a commemorative artwork developed through engagement with NHS staff and created from their words and experiences.

The project will draw together staff across the country in an event that will show gratitude to those hospital staff who have worked tirelessly through the challenges of the pandemic, honour those who have lost their lives in doing so, and focus on hope and positive change for the future – on what has been lost and what has been learnt.

Central to the project will be a high profile commission with national reach created by a Lead Artist making connections to art programmes in 20 hospitals across England. This will be a socially engaged commemorative artwork that engages directly with hospital staff – developed from listening to staff experience and reflecting back to staff. It could, for example, be performative, such as a piece of music involving hospital staff in the creation as well as performances, or a film /photographic project engaging staff across the country that could be presented as part of a live event or ceremony and distributed nationally.

An extensive press and publicity campaign will be integral to the project to ensure engagement with the wider possible number of hospital staff across NHS Trusts. It will also be important to ensure that the project is well documented - through still image and film as well as the recording of staff response and feedback - to measure impact as well as to ensure dissemination of the project to a wider public after the production/performance.

An evaluation plan will be established at an early stage of the project. This will be led by an external evaluator and will assess the impact of the project on hospital staff and the wider public and help shape any future iteration of the production/performance and how the legacy of the project will be communicated to staff and the wider public.

This National Commission will be accompanied by a series of individual regional commissions created by a further 20 artists – one in every participating hospital trust. Each of these artists will create an artwork – permanent or temporary – which is developed through engagement with NHS staff in a particular hospital to ensure that their work is tailored specifically to their needs and experiences. These projects will be united by an overarching theme/idea developed by the Lead Artist as part of their role.

Due to the nature of COVID-19 and the fact that there is unlikely to be a clear end to the pandemic, the commission is unlikely to be a one-off performance or event but instead have an element of ongoing tribute to continue to honour those working to save lives and those lost to the virus.

Project Aims:

* To create a national live event – a presentation, production or performance - that honours and celebrates the experiences of all NHS hospital staff (cleaners, estates staff, porters, etc. as well as clinical staff) through COVID-19;
* To create an event/performance that is a thoughtful, considered and reflective response to the experiences of a wide range of NHS hospital staff with sensitivity and care;
* To offer NHS hospital staff the opportunity to share their experiences in a safe space and to give voice to these experiences through a high profile arts project shared with the public;
* To create an arts project that has a truly broad reach – engaging new, diverse audiences across the country both as participants (hospital staff) and audience (hospital staff and patients). Hospital arts programmes engage the widest diversity of audiences, with representation from all ethnic and economic demographics; this commission will aim to reflect this diversity;
* To encourage and engage the creativity and engagement of a broad range of NHS hospital staff across England;
* To create an artwork that is sensitive to the diversity of cultures employed across the NHS;
* To bring staff together and celebrate the strength of collaborative effort;
* To demonstrate the role of the arts in supporting health and wellbeing;
* To encourage dialogue and debate about the value of the arts in supporting health and wellbeing.
* To create a legacy of the project as an ongoing tribute to NHS hospital staff
* To explore the roles of art in commemoration, remembrance and death

**Project Development**

The project will be structured in the following phases:

1. Research and Development

* Research within individual NHS Trusts with hospital staff on their responses to the notion of a commemorative artwork, through dialogue with key staff e.g. Psychological Medicine Leads, to inform and shape project development
* Confirm 20 participating hospital Trusts
* Establish a steering group to oversee the project including funders and key partners
* Appoint Project Manager
* Finalise the Lead Artist’s brief
* Research a long list of artists for selection

2. Selection of Artist and Proposal Development

* Select and contract the Lead Artist
* Lead Artist’s research and development
* Presentation of Lead Artist’s proposal to project steering group

3. Commission Stage: Production/Performance

* Commission planning in 20 sites across the UK including documentation, press & publicity and evaluation strategies
* Press & publicity and website development
* Performance/production/event
* Documentation and dissemination of event to wider public
* Completion of evaluation
* Selection and appointment of a further 20 artists and development of concept proposals for 20 individual Trust commissions.