

Whitstable Biennale Project Manager

Whitstable Biennale is a contemporary visual art event focusing on moving image and performance. All works are new commissions and specially curated programmes. Whitstable Biennale is rapidly gaining a high profile as one of the UK's most important art festivals.

We are looking for an experienced Project Manager (or small company specialising in project management) to take the leading role in the practical delivery of this year's Whitstable Biennale, which runs from 19 June - 4 July 2010. Artworks take place indoors and outdoors, across the town. There are around 50 artworks in the main festival, including six major projects that are on throughout the two weeks, and numerous one-off performances and screenings. A lively satellite programme accompanies the main programme.

Fee £7,500. We would anticipate the work taking approx 50 days, between the end of March and mid July 2010.

Where The Project Manager can work partly from our office in Canterbury, but work can also be done remotely. In the run up to the festival, more time will be spent in Whitstable. The installation, festival dates, and take down period will need to be covered, between 14 June - 9 July 2010.

How to apply Deadline for applications is noon on Monday 8 March. Interviews will take place in Canterbury on Friday 12 March 2010. Start date ASAP.

Send us a short CV and one page of A4 describing why you'd like to work with the Whitstable Biennale, and how your skills match our event. Applications preferably submitted by email to: admin@whitstablebiennale.com If by post to: WB office, 8 Royal Road, Ramsgate, Kent CT11 9LE.

Description of Project Manager role

The Project Manager is responsible for the practical elements of delivery of the festival. This includes the following:

- Liaise with artists and venues
- Recruit, train and manage invigilators and volunteers
- Help to ensure wide distribution of promotional information
- Plan and oversee installation and take down
- Organise signage and set up of festival HQ in Whitstable
- Issue contracts and ensure that insurances are in place
- Ensure that health and safety checks and risk assessments are in place
- Help to provide a great welcome to our audiences during the festival
- Problem solving, to ensure the smooth running of Whitstable Biennale

Requirements

The project Manager will need to be an extremely good organiser. S/he will need a good understanding of contemporary art and experience of project management. The ability to think on your feet and problem solve is important as we have a wide variety of projects and venues, and lots of events happening at the same time. S/he will need to be good at working with artists, the general public, and officials, keeping a cool head at all times. S/he will be good at record keeping, and working within tight budgets. Own car would be an advantage, as would some knowledge of the local area.