



Job Title: Project Manager

Organisation: David Parr House

Closing Date: 09/02/17

Location: Cambridge

Fixed term: 30 months

Reporting to: Chair of Trust

Responsible for: Overall project management and coordination of the Main contractor, Conservation Architect, Paint Conservator, Audiences & Volunteer Manager

Salary

Introduction

The David Parr House is looking for a dynamic Project Manager to deliver *Life and Art in a Worker's House*, a 30-month project funded by the Heritage Lottery Fund. The David Parr House Charitable Incorporated Organisation (DPH CIO) is a new charity, set up in 2014 to educate people about the life and works of David Parr, a Cambridge craftsman, artist and painter; and the arts, culture and heritage as reflected in the David Parr House.

The post-holder will be responsible for delivering both the project's capital works and for overseeing a wide-ranging activity programme. The capital works will conserve the house and painted interiors, build a visitor area in the garden, and open DPH to the public in a sustainable way. The activities include the creation of interpretive infrastructure such as a museum-on-a-bike, display areas and painted boards, a film, the development of the website, and a volunteer programme to deliver research, collection work, marketing, outreach, learning and other events, as well as a final project exhibition. The Project Manager will work closely with the Chair of Trust to oversee the delivery all project outcomes.

Fees

The fee for the first 12 months is £32,000 and is expected to require 48 weeks work.

The fee for the next 6 months is £16,000 and is expected to require 24 weeks work.

The fee for the next 12 months is £19,200 and is expected to require 29 weeks work.

(Travel and other expenses will be included in the fee and are not separately chargeable)

Key tasks and responsibilities of the Project Manager

- Responsibility for the delivery of the project's capital works to deadline and budget, overseeing the work of the Main Contractor, Conservation Architect and Paint Conservator. This includes conservation work to the house, the conservation of the painted interiors, the construction of a new visitor 'shed', and the restoration of the garden.
- Commission craftspeople to design display areas within the house and handling boxes.
- Commission a film-maker and photographer to record the conservation work.
- Oversee HE collaborations with the Hamilton Kerr Institute and the Royal College of Art, in order to deliver a range of interpretive and research outputs including a museum-on-a-bike, interpretive boards, books, paint analysis and

research.

- Redesign DPH's website, working with a web developer.
- Commission external conservation specialists where required.
- Responsibility for the overall delivery of the project's activity programme as outlined in the Activity Plan, overseeing the work of the Audiences & Volunteer Manager.
- Oversee the delivery of events, including artisan master classes, conservation at work sessions, and a final exhibition.
- Oversee a marketing strategy to increase public awareness of events and activities, and build strategic community and museum partnership working.
- Commission an external professional evaluator.
- Manage the budget, and preparing reports, updates and ongoing evaluation in line with the requirements of DPH and the Heritage Lottery Fund.
- Monthly progress reporting to Trustees.
- Other requirements and responsibilities as set out in the Activity Plan and other project documentation.

The successful candidate will have:

- Direct relevant experience of managing HLF projects which include capital works.
- Direct relevant experience of delivering interpretive resources for heritage sites.
- Demonstrable experience of commissioning external professional specialists including film-makers, photographers and craftspeople, and ensuring delivery to budget and on time.
- Demonstrable experience of leading teams and managing staff.
- Demonstrable experience of designing /developing websites.
- Demonstrable experience of managing HLF budgets.
- Excellent interpersonal and communication skills across all audiences, proven both in writing and verbally.
- Good working IT skills and understanding of marketing and social media use.
- Experience of commissioning external professional evaluation consultants.
- An organised and methodical approach to work, ability to work accurately and effectively on several tasks at the same time with minimal supervision, and arrange and prioritise a heavy workload for self and for others.
- A personal interest in heritage which may be demonstrated by a BA or related qualification in History, Architectural History, Art History, Museum Studies or a closely related subject.

Further notes

There will be a three-month probationary period at the start of the contract. Annual progress reviews will be carried out by the Trustees Board.

DPH is an equal opportunities employer.

The applicant will be freelance and responsible for their own tax, PAYE and any other statutory obligations.

Application

Please submit a written letter of application along with your CV.
Your approach to the brief including the number of weeks you will allocate

Provide contact details for two references we may contact
Please provide an example of a relevant project you have managed

Applications should be returned by 17.00 hours on **Thursday 9th February 2017** by email to Tamsin Wimhurst, Chair of DPH CIO on tamsinwimhurst@hotmail.com

Additional Information

The contract will run from **April 2017 to September 2019**

The payment schedule will be confirmed on appointment and in line with agreed contract outcomes and timescales paid monthly in arrears.

Interviews

Interviews will be held in Cambridge on **Monday 20th February 2017**

Contact

For further information and enquiries please contact Tamsin Wimhurst, Chair of DPH CIO on tamsinwimhurst@hotmail.com