


Project Manager



Job description

<p>We are looking for a project manager for Breaking the Box (title may change)</p>	
<p>This project will create inclusive and accessible venues in Wales who will support diverse artists, audiences, backstage crew, and administrators.</p>	
<p>To create support and opportunity for emerging Deaf and disabled theatre workforce.</p>	
<p>To set a benchmark for inclusive practise and access in Wales.</p>	
<p>We will share all our learning from the project.</p>	



What does the job involve?

Managing the project.	
Improve opportunities for Deaf/disabled audiences and creatives.	
Work with three partner venues .	
Support three Deaf or disabled creatives on their creative projects . Make sure their access is met.	
Organise activity and progress .	
Support venues and partners to achieve goals .	
Audits and assessments to help create a benchmark .	

Who do we want?

<p>Motivated and organised project manager.</p>	
<p>Someone who can create strong relationships with creative partners.</p>	
<p>Good at event management, organising workshops and scheduling plans.</p>	

Responsibilities:

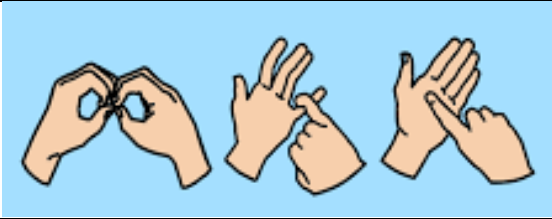



<p>Planning, production, and delivery of project.</p>	
<p>Support communication, organise and attend meetings.</p>	

<p>Develop strong professional relationships.</p>	
<p>Identify and organise training and mentoring.</p>	
<p>Manage a consumables budget.</p>	
<p>Health and safety.</p>	
<p>Make sure GDPR, licensing, risk assessments, insurance, checks, policies, and processes all happening.</p>	
<p>Report on progress.</p>	
<p>Collect evaluation and feedback data.</p>	

What you must have to apply:

Deaf or disabled.	
Experience with budgets .	
Experience working in arts .	
Experience producing/ delivering/ managing arts events.	
Experience managing timelines and deadlines .	
IT literate.	
Based in Wales or happy to travel across Wales.	



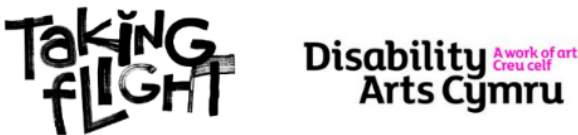


What we hope for:









BSL level 2 or higher.	
Experience working with theatre design, technical and production teams.	
Experience in creative learning.	
Welsh speaker.	

Other Skills:

Interested in Arts .	
Positive, approachable, can-do attitude – can be flexible and adaptable.	
Problem solving skills.	
Commitment to diversity, inclusion, and equal opportunities .	
Work with people from variety of backgrounds to create accessible workplaces and projects .	
Happy to share ideas, resources and information .	
Like to challenge, ask difficult questions and find resolutions .	




Summary:

<p>Some evening or weekend work may be needed.</p>	
<p>Working where? From home and on-site project visits.</p>	
<p>Responsible to: CEO Taking Flight Performance Art and Creative Word Director Disability Arts Cymru.</p>	
<p>Who are we? Taking Flight, Pontio, RCT Theatres, Theatrau Sir Gâr/Carmarthenshire Theatres, DACymru, hynt and other professionals and organisations.</p>	
<p>Who funded us? Arts Council Wales Connect and Flourish</p>	

<p>Contact: Megan Merrett – Hynt Coordinator.</p>	
<p>Hours – 22.5 hours a week.</p>	
<p>Salary: £24,000 pro rata</p>	
<p>Travel: Personal or public transport costs will be paid back.</p>	
<p>Notice period: One month</p>	
<p>Where: Across Wales/ Home working.</p>	
<p>When: November 2021 to January 2023 (14 months)</p>	
<p>Pension: NEST</p>	

<p>Holiday: 28 days pro rata including bank holidays</p>	
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How to apply:

<p>Send us your CV and covering letter. (2 A4 sides or 10 min video)</p>	
<p>Complete an equal opportunity form.</p>	
<p>Two references contact details.</p>	
<p>Welcome to apply in English, Welsh or BSL.</p>	
<p>Submit application by email. Type 'Project Manager Role BTB' in the subject line and send to louise@takingflighttheatre.co.uk</p>	

Would you like an informal zoom **chat?** Or to ask **questions?** Email louise@takingflighttheatre.co.uk



Recruitment timeline:

Application deadline:
Monday 20th September 5pm



Got an interview? We'll tell you by
24th September.



Interviews: **4th or 11th October.**
9.30am-4.30pm. Cannot come
those days, please let us know.



Contract starts: **Middle of
November.**



The Organisations in Breaking the Box consortium:

Taking Flight, Disability Arts Cymru (DAC), hynt, Theatrau Sir Gâr / Carmarthenshire Theatres, RCT Theatres, Pontio

