



CULTURE, HERITAGE & ARTS ASSEMBLY.

ARGYLL & ISLES

EVOLVE ARTS & TOURISM

Job Description

Project Manager

The Culture, Heritage and Arts Assembly, Argyll and Isles (CHARTS), is pleased to announce the role of Project Manager for Evolve Arts and Tourism, to support three distinct arts programmes in Dunoon, Oban and the Isle of Bute. This role is funded by Creative Scotland.

About the Role

The Culture, Heritage & the Arts Argyll & the Isles (CHARTS) is a membership guided body that exists to support, promote, profile, and strengthen the region's arts sector and create opportunities for creative practitioners across all artforms. Evolve Arts and Tourism is designed to build on our work to-date and capitalise on existing relationships, resources, and research. The key aim of Evolve is to respond to the negative impacts of Covid-19 on our creative communities and demonstrate new possibilities and delivery mechanisms to reinvigorate the sector.

Summary of the Evolve Arts and Tourism Project Manager Role

Evolve will create a new programme of work across Argyll and Bute to mitigate the socio-economic challenges exacerbated by the pandemic. This will include three demonstration projects across Dunoon, Oban, and the Isle of Bute, to be delivered through close working between two professional member-led networks; CHARTS & the Argyll and Isles Tourism Cooperative (AITC). The project will also disseminate learning and include virtual workshops and webinars in cultural tourism open to CHARTS members across Argyll and Bute.

Evolve acknowledges that the arts & tourism sectors have been hit hard during the pandemic and we all need to reimagine how these sectors can survive. The project is designed to make new introductions across arts, tourism, and hospitality sectors to support and test-bed, new digital and live presentation that will support both sectors. This will tie into the CHARTS and AITC supported [Wander Argyll](#), year-around branding initiative and marketing campaign.

This programme, encouraging new partnerships and work in new spaces aims to forge possibilities for artists into the long term. This is a consumer and profile building focused project, which has considered recent member-research where 50% of artists during lockdown stated that they depended on tourism/ visitor supported retail for their livelihood.

The role will support, manage, and evaluate projects across different artforms to develop commissioned projects and be responsible for regular report to the CHARTS

Director. The successful candidate will also work closely with three named CHARTS [Steering Group members](#) across the named localities and other collaborating groups to assist with project development.

Project Manager Deliverables

Please see also currently advertised: [Evolve Arts and Tourism, Commissioned Opportunities for Artists/ Arts Collectives](#)

Provide key managerial support to the Evolve Arts and Tourism programme:

- Support the development of three innovative artist and hospitality/tourism provider, partnership programmes, across Dunoon, Oban, and the Isle of Bute.
- Assist to partner and support a range of artists and business enterprises across various scales and settings
- Assist with exhibition / performance set-up, as may be appropriate
- Assist to develop marketing opportunities and platforms for collaboration to increase arts profile in Argyll and Bute
- Increase commercial opportunities for artists by supporting existing ecommerce options and access to national promotional campaigns
- Assist to evaluate & document this arts programme
- Assist to develop resources for knowledge exchange and informing sector development

Experience and Skills Required

Essential

- Knowledge of Argyll and Bute
- Understanding of arts commissioning and development
- Understanding of hospitality and tourism sector
- Understanding of the CHARTS membership guided network
- Experience of project management and creative collaboration
- Curatorial, exhibition and/or event experience
- Evaluation experience
- Keen understanding of health and safety and data protection legislation
- Reporting experience
- Keen understanding of media and online communications
- Ability to work independently and as part of a team

Applicants should also be willing to:

- Work remotely from home and to travel as required
- Work during evenings and weekends as may be required

Desirable

- Understanding of website development tools
- Experience of social media communications

Project Coordinator Fee: £8,250

This fee is payable for 50 days within a ten-month period, ending in Spring 2022. As a self-employed position the successful candidate will be expected to co-develop and agree with CHARTS an appropriate work schedule to suit project needs. This will include to work from home and on site and the successful candidate will be responsible for her/his own taxes and other business costs. This role will require a flexible approach.

To Apply:

Please forward your CV and cover letter (as email attachments) to outline relevant experience and interest in role.

Forward your complete application to James Coutts at james@chartsargyllandisles.org

Deadline for applications: 5pm, Thursday, 29th July 2021.

Other Useful Reference

Please see the following links:

[Wild About Argyll – Wander Argyll](#) (webpage under transition)

[CHARTS Showcase](#) (recent and ongoing projects)

[Argyll and Bute Economic Strategy](#)