



ADUR & WORTHING
COUNCILS

Job Description

Authority:	WBC
Directorate:	Economy
Section:	Culture
Post Title:	Project Manager (part time temporary post)
Post Number:	TBC
Accountable to:	Museum Manager
Management responsibility for:	None
Authority to liaise with:	Internal - All staff in Worthing Museum & Theatres. External – Teachers & staff, Shoreham Academy and The Gateway Project participants, students, support workers, volunteers and users of all venues and local groups.
Meetings attended on a regular basis:	Staff meetings. Cutting Edge project meetings
Work style	

Principal purpose of job (role summary)

Worthing Museum is looking to recruit a Project Manager to oversee the delivery of Cutting Edge, a year-long contemporary collecting project focused on the development of Worthing Museum's costume collection; it is a collaborative project between Worthing Museum and the Gateway Project - Shoreham Academy.

The successful candidate will work with the museum team and up to 30 young students aged 10 -16 who are on the edge of education due to deprivation and the life challenges they face.

The students will be researching and sourcing the items that had the biggest impact on fashion during the 1980's, 1990's and 2000's with the aim of reflecting more recent trends while developing the museum's costume collection. The project will culminate in an exhibition curated by the students under the guidance of our costume curator.

Key responsibilities will include working closely with the Museum Manager and colleagues from both organisations to ensure the content & project work is developed and delivered on time, within budget and meets the highest quality standards required by both organisations.

The ideal candidate will be able to demonstrate a successful track record in project management, preferably in a training context and have good communications and organisational skills

Main duties, tasks and responsibilities of post holder

1. Working under the guidance of the Museum Manager, take project management responsibility for all aspects of Cutting Edge development & delivery.
2. Coordinate and manage work plans in conjunction with Gateway teachers and support staff for each academic term to ensure the contemporary collecting target for each decade is met
3. Chart progress of the project, students and the range and numbers of items collected and recommend changes in strategy if required.
4. Working with Museums marketing team devise a social media campaign to support the project throughout the year that includes students being actively engaged with its design and implementation
5. Ensure that all monitoring, financial and statistical information relating to the Cutting Edge are accurately recorded and a full end of project evaluation is completed.
6. Ensure museum staff and volunteers are involved in the project as appropriate
7. Working with the Museum Manager develop an ongoing relationship with Shoreham Academy
8. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
9. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
10. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies...
11. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder: <i>(print name)</i>	
Signature:	
Date:	
Line Manager: <i>(print name)</i>	
Signature:	
Date:	
Executive Head of Service: <i>(print name)</i>	

Signature:	
Date:	