



Museum of Colour

A Very British Rhythm



Project Manager

Application Pack



Organisation Overview

Museum of Colour CIC (MoC) is a heritage and creativity social enterprise company incubated at People's Palace Projects. We are building a digital museum to explore, celebrate and build recognition of the contribution made by people of colour to the nation's culture, specifically in film, television and the arts, 1766 – 2016.

We develop and build digital exhibitions to look at specific creative genres, with content including portraits, filmed interviews, podcasts and a photographic collection of donated items. We create informative and shareable content online, complemented by live launches, special events and workshops with audiences and participants.

Since our launch in 2019, we have shaped a pioneering programme of work. Our first exhibition, *People of Letters*, launched at the Pitt Rivers Museum and Oxfordshire County Library, focusing on those who have supported writers of colour. During the pandemic, we delivered a response exhibition, *Respect Due*, celebrating our elders. In 2022, we delivered our first full art exhibition in poetry, called *My Words*. We delivered it in partnership with Manchester Poetry Library, British Museum, and Royal Albert Memorial Museum and Art Gallery. *These Things Matter* was our first [physical](#) exhibition, in collaboration with Bodleian Libraries and Fusion Arts. We are now preparing *A Very British Rhythm*.



Project Overview

Outline

A Very British Rhythm (AVBR) is focused on dancers and choreographers. It reflects on 250 years of contributions to British dance, celebrating their history and illuminating currently hidden heritage.

Aims

- Create 30 portraits and 10 films of significant figures from the dance world.
- Collaborate with Strange Cargo in Folkestone to create Charivari Day: working with 600 young people from 25 local schools to create costumes for the carnival.
- Partner with Southbank Centre's Arts and Wellbeing programme to lead three Mix and Move social dance events with an older demographic (aged 50+) of up to 450 participants.
- Deliver 10 workshops with young people at Stepney All Saints' School to uncover histories of dancers of colour and create a response piece with stop motion animation.
- Deliver project launch and performances in December 2023.
- Develop response exhibition at Science Museum for delivery in 2024.
- Capture and share impact of experiencing the exhibition on audience members: shared experience, heritage learning, resultant increased wellbeing.
- Use data obtained from 6 user groups to deliver research plan and inform site development.

Timeline

This project will be operating August 2023 – March 2024.



Job Description

Job title: Project Manager

Fee: £31,000 FTE – 2 days/week for 8 months

Reporting to: Creative Director (Museum of Colour)

Contracted by: People's Palace Projects, and seconded to Museum of Colour

Main Purpose of Job

To deliver A Very British Rhythm within budget and on time to a high standard.

Duties and Responsibilities

This is not an exhaustive list of tasks, but indicative of the breadth of responsibility.

- To establish a clear map of delivery agreed with all contributors, collaborators and contracted staff.
- To have ownership of the delivery timetable and flag any potential changes early.
- To be responsible for making early contact with the evaluator to ensure that data collection and an evaluation framework for the project is established at the beginning.
- To recruit all fixed-term posts for the project and to be responsible for all contracting, together with the Executive Director.
- To be responsible for the collaboration with Southbank Centre.
- To work with the Creative Director on the response exhibition.
- To manage the project coordination, artists, consultants, partners, content management and design.
- To keep a quality control overview of the project.
- To allocate budget and report and discuss any necessary changes.
- To work with the co-curators at all times and to establish a timetable for the delivery to the site designer.
- To be responsible for the tone of social media use and to work with the digital



consultants on the project strategy, including stakeholder mapping, partner mapping and social media analysis.

- To be responsible for providing information for reports and evaluation to funders.
- To be a point of contact for all contracted workers on A Very British Rhythm.
- To ensure high visibility acknowledgement of all funders, especially National Lottery Heritage Fund, onsite, online and in all activities.
- To develop and deliver a plan to thank National Lottery players.

Person Specification

Essential

- Substantial experience of project delivery at this level.
- Ability to be proactive and self-manage to a high degree.
- Excellent verbal and written communication skills.
- Solution-focused approach.
- Significant knowledge of the heritage and cultural world.
- Strong professional network.
- Commitment to the aims, work and ethos of Museum of Colour.

Desirable

- Interest in the arts, particularly dance.
- Knowledge of project management software.
- Able to start the week c/7th August.

Even if you do not meet every single requirement, please do apply.

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Museum of Colour, we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role, but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.



Diversity Monitoring

PPP is a National Portfolio Organisation of Arts Council England. As part of our funding agreement, we are required to send ACE diversity monitoring statistics for all our staff and all freelancers/contractors we work with. As part of our internal equality monitoring, we also monitor the diversity of candidates who apply for advertised roles, those who are shortlisted for interview, and those who are successful.

The information you supply will be kept anonymously. When we receive the survey back from you, we will give it an alphanumeric code and separate it from your written application, which will be assessed without reference to the information disclosed on the survey. A list of names with codes will be kept securely for later analysis. Thank you for your participation.

People's Palace Projects is a Disability Confident Committed employer.

- All candidate disclosing a disability and who demonstrate that they meet all the Essential criteria of the Person Specification will qualify for an interview.
- At the point of inviting candidates for interview, we will ask about any additional needs or adjustments that would be required to support your participation in the interview process.
- Our current staff includes people who disclose disabilities.

Application Process

To apply for this position, please submit an application form, at this link:

<https://www.surveymonkey.co.uk/r/BFGV96Q>.

The deadline for application is **Monday 24th July, 8.00am**. Interviews will take place during the weeks c/24th and 31st July.

We regret that it will not be possible to inform applicants who are not shortlisted for the role. If you have not heard from us by Tuesday 25th July, 6.00pm, please assume your application has been unsuccessful.

If you have any questions or issues with submission, please contact s.sugumar@qmul.ac.uk.

Thank you in advance, and we look forward to hearing from you!

This post is funded by National Lottery Heritage Fund. Thank you to the lottery players who enable us to deliver this project!



