

## Playing the Race Card Exhibition

### Project Manager Job Spec

**Fee:** £3,850 (£175.00 per day for 22 days)

**Job type:** Freelance, fixed-term, part-time contract.

**Start date:** 27 June 2022

**Project duration:** Approx 5 months

**Project Location:** Hastings

**Deadline for applications:** Tuesday 31st May (12noon)

Apply via online application form on the Home Live Art website:

<https://www.homeliveart.com/event/playing-the-race-card-project-manager>

### Job Description:

Playing the Race Card is looking for an experienced, enthusiastic and highly organised individual to manage and coordinate the Playing the Race Card Exhibition.

The role includes coordinating the Exhibition as well as supporting the delivery of wraparound activities including talks, social events and artist commissions; all of which centre the work of Black artists & artists of colour. The successful candidate must therefore have an understanding of the lived experiences of Black people and/or people of colour.

### About Playing the Race Card

Playing the Race Card (PTRC) is a community project based in St Leonards created and led by local resident Claudine Eccleston in response to her own experiences.

During the lockdown PTRC launched a call-out to UK artists who identify as black to submit artworks responding to perceptions or experiences relating to the concept of the race card.

The submitted works were displayed in an online gallery which will be the content for this new physical exhibition in the Big Yin Gallery, St Leonards. Alongside the Exhibition PTRC will deliver a programme of wraparound activities: One artist commission for new work, two talks, three workshops with young people and one launch event.

PTRC is an invitation for artists and audiences in Hastings to consider how this problematic metaphor can be turned on its head, and for us to explore together ideas that replace a culture of victim blaming with a celebration of diversity, towards rendering this phrase extinct.

It is part of [Good Stuff in St Leonards](#), a creative programme of activities and events led by local residents supported by arts charity [Home Live Art](#).

A Working Group of local residents meet regularly to guide, shape and support the project.

<https://www.playingtheracecard.co.uk/>

## **About the role**

This role will suit a motivated project manager who enjoys team working and appreciates the value of diversity in the arts and wants to increase this.

The role is to deliver an Exhibition centring Black artists and artists of colour. In the context of this project, the successful candidate must have an understanding of the lived experiences of Black people and/or people of colour.

The Project Manager will be an integral part of both PTRC and Good Stuff in St Leonards teams. They will work closely with the Project Manager of Good Stuff (Hannah Fox) and PTRC project lead Claudine Eccleston. They will also have support available from the Playing the Race Card Working Group and an external consultant.

### **Purpose of Job:**

1. Project Management - coordination and delivering the Playing the Race Card Exhibition
2. Working with PTRC and Good Stuff to deliver individual wraparound activities
3. Producing a comprehensive Evaluation and Reflection Document for our funders once all activities have taken place

### **Role responsibilities and tasks (not exhaustive):**

Exhibition:

- Liaising with the venue and ensuring Exhibition requirements are met
- Developing and implementing an effective communication plan with artists
- Overseeing the collection and return of all artworks
- Organising the launch event
- Liaising with panellists and providing them with all the relevant information
- Putting in place a booking system in place for guests
- Collating all the information for promotional materials

Artist Commission (wrap-around activity)

- Work with the PTRC Working Group to plan and implement the commission process
- Be the main point of contact for the commissioned artist to ensure all their needs are met and they are running time/delivery
- Ensure the venue and the artist are in clear communication and both needs are met

Workshops (wrap-around activity)

- Liaise with workshop leaders, partner organisations and venue owners to ensure the workshops run on time and on budget

Evaluation

- Create and implement an Evaluation Framework for the project to be delivered two weeks after the project end date.

## Admin/General

- Be the main point of contact for Playing the Race Card
- Attend fortnightly meetings updating project lead Claudine and Good Stuff in St Leonards
- Maintaining project budgets
- Oversee marketing of Playing the Race Card, including managing social media output with a marketing assistant
- Working closely with Claudine Eccleston, Working Group and Home Live Art to ensure efficient and effective work practices
- Any other reasonable tasks required for successful delivery of projects
- Produce an Evaluation and Reflection document for the Playing the Race Card programme.
- Occasional work outside of normal hours will be required

## Person Specification

### Experience and knowledge

- An understanding of working within the art sector with artists, with experience producing and delivering creative projects
- At least three years' experience in producing projects with multiple activities, including simultaneously.
- Knowledge of intersectionality and working with marginalised communities
- Experience of planning and prioritising work, including a highly developed attention to detail
- Knowledge of monitoring and evaluation processes

### Skills

- A high level of communication and interpersonal skills
- Ability to adapt to working with a range of people in different environments
- Ability to work collaboratively and equitably with others
- Ability to manage stakeholders efficiently and effectively
- Ability to work both as a member of a team and independently
- Ability to work effectively under pressure
- Flexibility to work weekdays, evenings and weekends