



With generous support from:

MAYOR OF LONDON



**Barking &
Dagenham**

Capital Project Manager Recruitment Pack

Key details

Salary: £33,000 p.a.

Hours: full-time, 37.5 hours per week

Contract: 15 months (Feb/March 2021 - April/May 2022)

Location: we plan to open a new Museum office in Barking in summer 2021. Before this, the postholder will work remotely. After this, we expect that the postholder will mainly work from the office (if/when possible in terms of COVID-19 restrictions and safety), with occasional days working remotely

Reports to: Museum Director

Responsible for: Project and Operations Coordinator; project design team, contractors and consultants

Key relationships: Museum staff team, volunteers and trustees; local community members; funders.

About the East End Women's Museum

Hello! We're the East End Women's Museum, a new kind of museum that researches, shares and celebrates local women's stories. We began in 2015 as a positive protest to a 'Jack the Ripper Museum', and since then have operated as a pop-up, with events and exhibitions around East London that have reached almost 20,000 people.

We're now at a really exciting moment in our journey, working towards opening a permanent home in a new building in Barking town centre. It will open in early 2022, and will be a base for our new exhibition, learning and engagement programmes for schools, community, family and adult audiences. Our priority audience is local residents, by which we mean people who live, work or study in the boroughs of Barking and Dagenham and Newham. Additional target audiences are 'cultural tourists' — people with aligned interests who will travel from elsewhere in London or the UK to visit us; and 'learners' — school pupils, students, adult learners and researchers.

We are currently a small staff team of one part-time Museum Director, who is supported by seven trustees and around 50 volunteers. In January 2021 we are recruiting for two new posts (a Community Engagement Lead as well as this role), building the team we need to open the new site.

We are a registered charity, with a mission and values that are very important to us:

Mission

To increase representation of East London women past and present. To champion women's contributions, inspire audiences, foster community, and promote equality — and be a catalyst for others to do the same. Through research, programmes and partnerships, we tell local stories with global resonance, enabling the diverse voices of East End women to reverberate across time and space.

Values

Inclusive: We spotlight the stories of all women, particularly those underrepresented in historical narratives (including women of colour; women with disabilities; queer, lesbian, bi and trans women; working-class women; older women; migrant and refugee women; and women working in the sex industry). We meet audiences where they are at, breaking down barriers to access and working alongside communities in relevant ways.

Brave: We work with courage and imagination, following in the footsteps of the fearless and creative women before us. We're unafraid to take risks, innovate, and lead from the front, as befits the only women's museum in England. We're ambitious beyond our modest size; we make a real difference locally and reach audiences inter/nationally.

Collective: This is a people-powered organisation, in which we know none of us is as strong or smart as all of us. We work together - staff, volunteers, audiences and partners - recognising the expertise and effort of all. With a generosity of spirit, we share what we have and what we've learnt. We reject the traditional, patriarchal approach to history which considers 'great men' above all, but look to value subtle, domestic and shared contributions of women.

Empathetic: From our staff teams to our visitor interactions to the stories we tell, we are sensitive to people's different - sometimes difficult - circumstances and compassionate in our approach. We create evocative, heart-led experiences enabling audiences to better understand and 'feel' others' perspectives.

Accountable: We are accountable to our community, seeking and being responsive to regular feedback. We're honest and transparent with ourselves and between colleagues, partners and audiences. We're reflective and open to

change. We 'move at the speed of trust', working hard and intentionally to build and sustain it.

About our capital project

Through the generous support of the London Borough of Barking and Dagenham, the Museum has secured a new building which will be a permanent home for its work. Located in a new, largely residential development, Barking Wharf, we have a 138sqm ground floor space which will be a base for our exhibitions, events, research projects, schools and community group sessions.

The building is currently being built, and is due to be handed over to us on a 'shell and core' basis in early summer 2021. We plan to open temporarily in late summer/autumn 2021, in order to test and finesse the final building designs and new engagement programmes, in consultation and collaboration with local audiences. The building is due to open fully in early 2022. We recognise that the ongoing uncertainties associated with COVID-19 may make this challenging, and force us to be highly creative and flexible in our approach.

We have valued the project at £650,000 (including community consultation, design, fit out and professional fees), of which 46% has currently been secured, with further funding streams being actively pursued. In terms of governance, the project will be overseen by the Museum Director (as Project Sponsor), a Capital Project Sub-Group of the Trustee Board, and ultimately the Board itself.

As part of the capital project, the Museum will be developing its first programme of onsite exhibitions. This is set to incorporate a small permanent exhibition space telling the broad story of East London women's history, plus a larger gallery space which will be home to three changing temporary exhibitions per year. Since the Museum does not own a collection of objects, this is set to focus on audio-visual approaches (film, audio, interactives) as well as loans from other collections. Exhibitions will be developed through a co-creative 'citizen research' approach, led by a new curatorial and learning specialist role.

The Capital Project Manager will be responsible for the design and fit out of the building, its facilities, the permanent exhibition and the first temporary exhibition. The project is currently at RIBA Stage 1. This is an exceptional opportunity for an experienced Project Manager to take the project from initial definition phase right through design phases to completion. As part of a small team with big ambitions, there will be lots of opportunity for creativity, leadership and autonomy within the role.

We're looking for someone energetic, resourceful and resilient to lead on project delivery, creating an inclusive and exciting new space for this different kind of museum.

And that's where we hope you might come in...

Purpose of the post: to project manage the Museum's capital project, ensuring the building and its initial exhibitions open to time, budget and quality standards. Working with the project design team, internal and external stakeholders, the Project Manager will oversee delivery of an exciting, accessible and flexible museum space, well suited to target audiences and new exhibition and activity programmes. This post will work closely with the new Community Engagement Lead, in order to create a new women's museum building that really works for its audiences.

We are grateful to our major funders for our building project, the London Borough of Barking and Dagenham and the Greater London Authority, who are generously providing funding for this role.

Main responsibilities

1. To provide robust project management of the capital project:
 - Establish a project methodology to chart progress and manage scope, budgets, milestones, schedules and risks
 - Manage day-to-day project processes, resources and documentation: budgets, programme, risk register and issues log
 - With the assistance of the Project and Operations Coordinator, manage the delivery of all project activities, keeping work on track
 - Ensure all relevant approvals and consents have been obtained
 - Chair project team meetings
 - Manage project risks through risk identification, mitigation and escalation to Project Sponsor where necessary
 - Manage project budget
 - Ensure deliverables are completed within time, budget, scope and agreed quality standards
 - Lead on handover process to the Museum team responsible for ongoing operations of the site

2. To manage the project design team and other contractors and consultants:
 - Support the tender process for the design team and lead the tender process for all other contractors and consultants
 - Negotiate and manage contractual agreements with contractors and consultants, ensuring robust and best value contracts
 - Oversee the work of all external contractors and consultants (e.g. 2D and 3D designers, architects, interpretation specialists, lighting designers, fabricators, AV software developers, access consultants, fit out contractors, quantity surveyors), including issuing briefs, keeping work on track, responding to requests for information, resolving issues and supervising work onsite
 - Work with the project design team and Community Engagement Lead to ensure feedback from the Museum's community consultation is reflected in final building designs

3. To work with internal and external colleagues to produce high-quality exhibitions:
 - Manage the development of the permanent exhibition, its learning outcomes, interpretative approach and content themes, suited to target audiences
 - Support the curatorial and learning specialist to develop the first temporary exhibition
 - Oversee delivery of the permanent and first temporary exhibitions, including commissioning AV content, coordinating interpretative labels, managing object loan requests and transport, ensuring appropriate environmental conditions, arranging insurance where applicable, and installation
4. To line manage the Project and Operations Coordinator:
 - Support the recruitment of this new role, which will provide administrative support for the Capital Project Manager
 - Provide line management to the post, including agreeing objectives and managing performance
5. To provide exceptional communications and timely reporting connected to the project:
 - Act as the key point of contact for the project internally and externally
 - Report regularly to the Project Sponsor, Capital Project Sub-Group, Trustee Board and volunteer body
 - Present to external stakeholders, and current and prospective donors and funders
 - Contribute to funding applications by providing relevant documentation
 - Contribute to project review and evaluation, through appraising successes and areas for development in consultation with other project stakeholders
6. To undertake other duties to support delivery of the capital project and the wider work of the Museum:
 - work within budget requirements and adhere to financial procedures
 - be familiar with and implement the Museum's policies around safeguarding; volunteering; equality, diversity and inclusion; data protection; and health and safety
 - undertake administrative tasks in relation to the post
 - take on any other duties that may reasonably be required from time to time

Person specification

This is the Museum's first major capital project and as such we're looking for someone with significant relevant experience to bring to the role. We expect this person will be confident and assured in this type of work; unfazed by the prospect of working for an organisation without established capital project management processes.

We are especially keen to hear from applicants who identify as working-class, Black, Asian or ethnically diverse, and / or disabled, since these groups are significantly underrepresented in the museums sector.

Essential

- Passion for the Museum's mission and commitment to its values
- Demonstrable project management skills, gained through substantial experience delivering capital projects of commensurate scale and type
- Working knowledge of the practicalities of moving a project through the RIBA stages, from Project Brief to Handover, ensuring seamless translation from design to delivery
- Demonstrable experience of appointing, contracting and managing multidisciplinary project teams
- Experience of budget management and risk management
- Excellent organisational skills, with an ability to prioritise workload and meet tight deadlines
- Strong written and verbal communication skills, with experience of reporting and presenting to stakeholders
- Excellent listening, interpersonal and relationship-building skills
- Strong negotiation, influencing and conflict-resolution skills
- Strong analytical and problem-solving skills
- An audience-focused approach
- A flexible and self-reflective approach
- Excellent IT skills, applied in project management contexts such as with complex schedules and cost plans

Desirable

- Experience of managing capital projects within the museums or arts sector
- Experience of exhibition project management, particularly defining learning outcomes, developing interpretation and content, design and construction
- Working knowledge of museum collections and display, including collections care, environmental requirements and display case specifications
- Working knowledge of managing loan requests, transport and insurance
- Working knowledge of statutory requirements and best practice associated with the design and fit out of new builds, such as building regulations, health and safety legislation, access standards and environmentally sustainable measures
- Experience of working with local authority planning teams, property developers and site management companies
- Experience of developing outputs for the Museum's target audiences (children, families, adults and communities), including for people who may not regularly go to museums
- Experience of line management
- Interest in and knowledge of women's history
- Ability to work occasional weekends and evenings (with time off in lieu)

Apply

Thanks for reading! We hope that you're interested in joining our team.

To apply, please send the following to Rachel Crossley, Museum Director at: rachel@eastendwomensmuseum.org using the subject 'Capital Project Manager'.

- your CV
- contact details of two references and their relationship to you
- a personal statement of no more than 1,500 words saying why you would like the role and showing how your skills and experience match what we're looking for
- a completed Equal opportunities monitoring form, available to download from eastendwomensmuseum.org/news

Application deadline: Tuesday 19th January 2021, 6pm

Interviews scheduled: Thursday 28th January 2021. Please indicate in your application if you are not available on this date. Interviews are likely to take place remotely via Zoom.

Start date: immediate preferred, and ideally no later than Monday 1st March 2021

If you have any questions about the role please contact Rachel on rachel@eastendwomensmuseum.org