

PROJECT MANAGER JOB DESCRIPTION

- Position: Project Manager for Project Vogue
- Location: M40 8WN, United Kingdom
- Type: Part-time Fixed Contract, 25 hours a week for 53 weeks

Company Overview:

Project Vogue is a groundbreaking initiative aimed at engaging young individuals in preserving cultural traditions through storytelling, enhancing community cohesion and intergenerational understanding.

Role Purpose:

Lead Project Vogue from planning to delivery, ensuring completion on time, within budget, and upholding quality standards.

Key Responsibilities:

- Oversee the project lifecycle: planning, execution, monitoring, closure.
- Manage the team: filmmaker, evaluator, volunteers, graphic designer.
- Liaise with partners for archiving and training.
- Coordinate workshops, recordings, production, and showcase event.
- Manage budget, track expenses.
- Engage stakeholders: community, schools, churches.
- Produce/distribute promotional materials.
- Secure project legacy through archiving.

Requirements:

- Project management experience in arts, cultural heritage, or community engagement.
- Strong organizational, leadership, communication skills.
- Budget management skills.
- Flexibility and adaptability.
- Passion for cultural heritage and community.

Qualifications:

- Bachelor's degree in project management, Arts Management, Cultural Studies, or related.
- Project management certifications (PMP, PRINCE2) preferred.
- Proficiency in visualization and management software for reporting.

How to Apply:

Submit CV and cover letter detailing suitability and interest in Project Vogue to info@myec.org.uk.