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# Invergordon off the Wall

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## Evolution

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Information and Job Description  
Project Manager  
December 2011

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# Invergordon Evolution: Residency and Commissioning Project

Mean-fhàs Inbhir Ghòrdain: Pròiseact Còmhnaidheach is Barantachaidh

## PROJECT MANAGER

Manaidsear Pròiseict

### **Invergordon off the Wall is a voluntary community initiative**

*“Our vision is to strengthen Invergordon through the medium of the arts, transforming local hearts minds and prospects in the process of transforming our town”.*

Fine words; can you help us achieve them?

We require a project manager to oversee the smooth running of “Evolution” from the current initial participation and discovery stages to completed installation, maximising the impact for the town and the connection with local people.

This is a key role in managing our current three residencies and developing a legacy from the investment placed with IOTW by Creative Scotland.

#### **First a little background information:**

For the past 8 years IOTW has been using creativity as a vehicle both to connect groups within their community and assist in regeneration. This process began with very accessible art forms which allowed a high degree of participation; The Invergordon Mural trail, Fleet Festival, Big Man Walking. For further details please see [www.invergordonoffthewall.co.uk](http://www.invergordonoffthewall.co.uk)

As the title suggests, Evolution is the next stage in this progression towards rebranding Invergordon as a thriving centre for creativity. The process is set at the pace of the community.

We are keen to retain the level of community involvement and participation which is essential to successful public art while at the same time creating three artworks of real integrity which will validate the leap of faith from our funders.

#### **So where are we at the moment?**

Currently we have three residencies, all at engagement stages of their process. You will find the original artists briefs in the applicant pack.

Here is a brief outline of progress.



**Reflections:** Come to Invergordon at night and you will instantly see why light and reflection are a chosen media. Del Whitticase is the artist chosen to translate this abstract into reality. Working with a range of ages and abilities within the town Del’s starting point for engagement is through photography.

**Fusions:** We are a town surrounded by the metal of industrial waste, Aluminium smelter, Tank farm, Oilrigs. Metal has been the lifeblood of the town. Responding to this brief is “The Mobile Foundry”, Roddy Mathieson and Kevin Blackwell. To date they have been working with two of the local primary schools and the academy and have run several community events. This absolutely fascinating, hands on engagement with all ages, provokes an immediate connection to the process. As those involved become engrossed, Roddy and Kevin are gently teasing out inspiration for their final artwork; the production element of which will be pure theatre.

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**Foundations:** This work is centred on words; the anticipated medium being stone. Dufi Art have taken on this challenge, setting off at a flying pace, assembling feedback through giant scrabble letters, as we all described ourselves and the town. Now working with the Catholic Church and the Free Church of Scotland, Fin Macrae and Al Macinness are conducting a gastronomic and ecumenical tour of the town, as they explore the words of the other predominant cultures here, Gaelic and Polish.

### **Person specification:**

You will ideally have a professional arts background linked to a strong understanding of community development. Your excellent communication skills will enable you to manage the fine balance between artists and community aspirations, maintaining a watchful eye on achieving funder's requisites.

You will instinctively utilise inclusive practices and have the capacity to build and retain ongoing relationships and connections with the community, directors and artists. You are a facilitator who listens to the quieter voices and ensures their inclusion.

You will have an eye for additional opportunities to strengthen the legacy of this project.

You will have a reasonable level of IT skills to navigate social networks, effectively communicate, and manage budgets.

You will be a solution seeker and lateral thinker who actively pursues the best outcomes for all.

You are an excellent organiser who enables exciting things to happen effortlessly.

You have a survivor's sense of humour.

Access to your own transport is recommended as this is a rural area.

Do you have the diplomacy, people skills and fine eye for detail to enable the chosen artists to read and represent the community authentically?

Can you manage to navigate the fine line which encompasses both community aspiration and artistic integrity?

If you can, then we want to hear from you.

### **Timetable:**

Closing date for application **5 pm 12 December 2011**

Please send your CV with a covering letter outlining examples from your previous experience which demonstrate your ability to manage this post. This should be no more than two sides of A4. Send this to [invergordonoffthewall@gmail.com](mailto:invergordonoffthewall@gmail.com)  
Please include two referees with contact details who are happy to be approached on the day after interview.

Interviews will be held on the 19<sup>th</sup> December in the afternoon

If there are any queries please contact Marion Rhind 01349853527

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### PROJECT MANAGER

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### Job Description

Job Title:	Project Manager
Location:	Invergordon
Responsible to:	Directors: Invergordon <i>off</i> the Wall
Hours of work:	121 hours per month (annualized 28 hours per week)
Remuneration	£20,000 per annum

It is expected that this post will incur some unsociable hours due to the nature of community work.

This is an employed post.

Due to funding restrictions this is a time limited contract which must be completed within the timescale allocated, End December 2012.

Responsibilities include ensuring the smooth running of the project, managing and supporting the chosen artists, creating and maintaining good partnerships within the local community, marketing and promoting the project locally and further afield.

#### Summary of Responsibilities:

##### Management of Project:

- Ensure adherence to all relevant health and safety legislation.
- Plan protocols in advance for managing the decision making process of design acceptance.
- Ensure that the artists design proposal is an authentic response from communication with this community.
- Organise early and sustained communication with Highland Council Planning Department.
- Organise all elements of planning permissions.

##### Community Liaison:

- Establish contact and liaise between groups and individuals in the community and the artists in residence to ensure maximum participation in the project.
- Organise, plan, manage and promote programme of events with artists in residence within the local community. This to include clear session plans, required resources, volunteers rota, risk assessments, event booking and review.
- Work with existing local agencies and local schools to maximise the impact of workshops.
- Develop and implement clear communications strategies amongst all project participants.
- Develop on-going methods of maintaining communication with the general public.
- Arrange timetabling/bookings of workshops, and ordering of materials, etc, as required by all Artists.

##### Promotion:

- Assist the Directors of IOTW in the promotion of the project overall.
- Lead on management and delivery of launch events for the art works.
- Lead on celebration event at the conclusion of the project.
- Maintain ongoing relationships with local press to maximise exposure.
- Update social network pages and website regularly.

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#### Financial :

- Monitor overall project budgets with the IOTW treasurer regularly.
- Produce, monitor and report regularly on individual budgets for each residency and allocate all other expenditure to appropriate heading.
- Establish clear parameters for resource allocation of the project with the board.

#### Production:

- Organise contractual agreements with partners, land owners as required.
- Organise ongoing workshop space to suit artists' requirements and accommodate learning opportunities safely.
- Liaise with other professionals and trades as required by the artists and IOTW for the completion of the art works.
- Maintain high quality, courteous and professional relations with all participants and stakeholders at all times

#### Monitoring and Evaluation:

- Work with artists and group of appointed critical friends to mutually agreed framework.
- Organise and work with artists in residence on monitoring and evaluation of all creative sessions.
- Be familiar with and adhere to "Standards of Community Engagement" and ensure that all artists adhere to similar principles.
- Ongoing monitoring of progress against targets incorporated in the applications to Creative Scotland and Highland Council Culture Fund.
- Submit a monthly written report to the board documenting progress against targets.
- Create a final report which incorporates all community requirements and funder's information. This will be an in depth summary of the process, end results, methodology for involvement and ongoing evaluation.



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