

## **PROJECT MANAGER JOB DESCRIPTION**

### **Introduction**

John Ellerman Foundation is recruiting 2 X Project Managers to work on its *Protea* – International Curatorial Exchange project. This is a new initiative designed as part of the Foundation’s 50<sup>th</sup> anniversary and celebrates its British founder Sir John Ellerman II’s (1909-1973) longstanding connection to the peoples, regions, and cultures of South Africa.

This anniversary presents a special opportunity to build on the Foundation’s existing work in supporting curatorial development, and to do so in a way that progresses its understanding of what curating is, the forms it can take, and where and how it can have impact. The project name *Protea* references the national flower of South Africa and alludes to the transformative outcomes that can be activated through imaginative and resourceful curatorship.

**The intended period for the actual Exchanges is between April – early June 2022, with preparatory work by the Project Managers to be carried out in March 2022.**

### **Background**

Following a two-stage application and selection process, three curators from each country (six people in total) will be chosen to undertake a 10-day programme of fieldwork research in the other country. This will entail close interaction with cultural institutions (museums, festivals, sites, communities, national parks, research centres) selected by the curators as the territory of their research inquiry. The curators will work in project pairs with their partners in the other country. The pairing process is managed by the Executive Curator.

The Exchange consists of three parts: i) preparatory research, ii) the residential exchange, iii) documentation. *Protea* will fund the preparatory research, curators’ flights, travel, accommodation, subsistence and visa costs.

It is intended that the residencies of each curatorial cohort will overlap sufficiently to enable them to meet in their respective Exchange host country, share insights and experiences and develop a sense of project fellowship. The Project Manager will be key to ensuring the right conditions are in place to enable this.

## Requirement

1 X Project Manager based in the UK who is a UK passport holder

1 X Project Manager based in South Africa who is a South African passport holder

We have budgeted for 50 days Project Manager involvement in the UK and South Africa respectively. It is envisaged that around 15-20 days of each Project Manager's time resource will be spent from March 2022 onwards liaising with the Executive Curator (remotely) and in-country institutions locally in the set up for the Exchange prior to the Exchange period. The remaining days will be committed to intensive management of the residential component of the Exchanges during April – early June 2022, with a few days wrap-up and reporting back to the UK base following this component.

## Person Specification

What we are looking for are two experienced professionals to manage the logistical operations of this process regionally, ensuring everything is in place to facilitate the curators' fieldwork research and all practical matters relating to their residency.

Professional project management qualifications are a plus, as is a demonstrative understanding of and familiarity with the cultural sector and associated networks and institutions. Previous experience of cultural management, curating or media work would be useful. Project Managers must have their own in-date liability or professional indemnity insurance and be able to provide evidence of this on request.

The Project Managers will be managed by and report to the Executive Curator (based in London).

## Fee & Expenses

£10,000 or SA Rand equivalent for 50 days, payable in instalments subject to satisfactory delivery of the services. This sum is to include any allowance for VAT if relevant.

We will provide a capped expenses of £4,000 to each Project Manager to cover travel and related costs in-country when setting up the Exchange locally and then accompanying curators in the residency phase. Receipts must be provided in relation to expenses incurred.

## Application Process

Please email your CV and covering statement regarding your suitability, experience and availability for the periods involved, to Mark Irving, Executive Curator [mark@ellerman.org.uk](mailto:mark@ellerman.org.uk) by **midday GMT on Monday 31 January 2022**.

## **COVID-19 Risk Mitigation**

We understand ongoing or future restrictions to control spread of the current Omicron or other variant(s) may require us to adapt the Exchange format. We have anticipated this and have in place a back-up agile plan to enable the Exchange to continue partially or fully online. The focus of the Project Managers' work would then be directed towards the production of in-country exchanges and an emphasis on videography documentation, the provision of which would come from our adjusted project budget. Further details will be provided if/when necessary.