

Job Title: Freelance Project Manager

Location: This position offers a flexible working arrangement with a mix of remote and on-site work at The Sunbury Embroidery Gallery, Sunbury-on-Thames, TW16 6AB.

Contract Duration: January - June 2025 (6 months)

Commitment: 4 days per month.

Remuneration: £1120 per month (£280 per day x 4 days), totalling £6720 for the duration of the contract.

About The Sunbury Embroidery Gallery: [The Sunbury Embroidery Gallery](#), established in 2006, is dedicated to the Contemporary Art of Embroidery and is renowned for its permanent exhibit, the Sunbury Millennium Embroidery. This intricate piece celebrates the historic riverside village of Sunbury-on-Thames and its community. Created in 2000, it features contributions from over 140 local embroiderers who dedicated more than 100,000 hours to its completion. The embroidery is widely recognised as one of the best community embroidery projects in the UK.

In addition to our core exhibition, we offer a diverse annual programme featuring a wide range of artworks from various disciplines. Our Gallery also includes a thriving Café serving homemade cakes and light lunches, with picturesque views of an award-winning 18th-century Walled Garden. With over 40,000 visitors annually, we were honoured with The Queen's Award for Voluntary Service in 2019 in recognition of the skilled and dedicated 50+ volunteers who contribute immensely to our operations.

We have recently acquired a significant collection of over 250 contemporary embroidery art pieces, [The Diana Springall Collection](#). This collection is central to our long-term vision of establishing a 'National Centre for Embroidery', a pioneering initiative dedicated to celebrating and advancing the field of the Contemporary Art of Embroidery.

About the Project: In 2025, we will celebrate the 25th anniversary of the Sunbury Millennium Embroidery with a special project titled "Embroidery as a Means of Storytelling", funded by Arts Council England and supported by Spelthorne Borough Council. The project will deliver an engaging community arts outreach programme featuring the Sunbury Millennium Embroidery Village Panel and selected works from the Diana Springall Collection. It will focus on repositioning embroidery as a significant art form and a tool for self-expression and storytelling within diverse communities.

The project will work with over 90 community members, including primary school children, residents from minority groups, and isolated adults and local and regional artists to deliver 14 outreach workshops, a 2-month public exhibition, and a weekend festival. The exhibition and festival will feature interactive performances, live music, spoken poetry, and participatory workshops. The event will be



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showcased on the Bloomberg Connects mobile app to broaden the gallery's audience and enhance its digital presence.

Role Description: The Freelance Project Manager will be responsible for the planning, coordination, execution, and evaluation of the 25th-anniversary project. This role involves managing all aspects of the project to ensure it aligns with the funding application and project plan, remains within budget, and engages effectively with the community. The Project Manager will work closely with the Gallery Head, artists, community groups and the Gallery team to deliver a successful project that highlights the significance of embroidery as a storytelling medium.

Additionally, the Project Manager must ensure that all project activities comply with the Arts Council England's Monitoring Schedule and Payment Conditions. This includes maintaining accurate financial records, adhering to reporting deadlines, and providing all necessary documentation to support compliance.

Key Responsibilities:

❖ Project Planning and Execution:

- Develop and implement a detailed project plan outlining key activities, timelines, and milestones for the 25th-anniversary project.
- Coordinate all aspects of the project, including outreach workshops, exhibition setup, and festival preparations.
- Manage the project budget, ensuring that all expenditures are within the allocated financial resources and that financial records are accurately maintained.

❖ Exhibition and Festival Coordination:

- Oversee the planning and execution of the community exhibition, which will run from 28 April to 22 June 2025. This includes coordinating with artists, managing logistics, and ensuring the exhibition meets high standards of presentation.
- Organise and manage the weekend festival scheduled for 31 May and 1 June 2025, including all logistical arrangements, artist coordination, and event promotion.
- Oversee the preview evening for community groups involved with the exhibition and wider stakeholders, ensuring a successful and engaging event.

❖ Monitoring and Evaluation:



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- Implement a comprehensive monitoring and evaluation framework to assess the success of the project. Collect and analyse qualitative and quantitative data to measure engagement levels, visitor numbers, and overall impact.
 - Use various methods to gather feedback, including surveys, interviews, and feedback forms, to understand the project's impact on participants and visitors.
 - Provide regular progress reports to the Gallery Head and submit a final activity report to the Arts Council England within one month of the project's completion.
- ❖ **Stakeholder Coordination:**
- Liaise with the Gallery Head, commissioned artists (including a poet, a visual artist, and movement/theatre artists), and other key stakeholders to ensure effective project delivery.
 - Facilitate communication between all parties involved, ensuring that everyone is informed and aligned with the project's objectives and timelines.
- ❖ **Administrative and Financial Management:**
- Manage administrative tasks related to the project, including scheduling meetings, coordinating with artists and stakeholders, and maintaining project documentation.
 - Ensure Health & Safety and safeguarding checks are completed for all activities with selected community groups and the wider public e.g. risk assessments, public liability insurance and enhanced DBS checks.
 - Oversee the financial aspects of the project, including tracking expenses, managing payments, and ensuring compliance with grant funding requirements.

Person Specification:

❖ **Knowledge and Experience:**

- Proven experience in project management, ideally within the arts or cultural sectors.
Experience in creating activity reports.
- Experience in arts administration or related fields, with a strong understanding of event planning and execution.

❖ **Skills and Attributes:**

Essential:



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- Strong organisational and planning skills, with the ability to manage multiple tasks and deadlines.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with a diverse range of stakeholders.
- Adaptability and problem-solving abilities, with a proactive approach to managing challenges.
- A genuine passion for the arts and a commitment to engaging our diverse community.
- Demonstrated ability to design and curate an engaging artistic programme for festivals or cultural events.
- Experience working collaboratively with artists and development teams.

Desirable:

- Experience in using digital tools and platforms for project management and promotion.

How to Apply: To apply for this position, please submit your CV and a covering letter outlining your interest in the role, your relevant experience, and how you meet the job description and person specification. Include details of two referees who will only be contacted after the interview stage. Applications should be sent via email to the Gallery Head, Michiko Gardner at:

michiko@sunburygallery.org.

For any queries or to arrange an informal discussion about the role, please contact Michiko michiko@sunburygallery.org or call 01932-788-101.

Application Deadline: Sunday 10th November 2024

Interview Date: Mid November to end of November.

