Job Description - Heritage Project Manager

Fixed Term Contract

Role

Reporting to the Fundraising Lead, you will lead the Heritage and Community Participation Project to bring together diverse communities of Portsmouth to record, preserve and exhibit our theatre's heritage assets including but not limited to:

- Prepare project plan in conjunction with colleagues and department leads to meet objectives and outputs of the project
- Plan timetable of activities to meet needs of the project, as agreed with Fundraising Lead, CEO and other teams
- With training and collaborative working, understand and map the needs and experiences of our diverse communities in order to prioritise asset collation
- Support in recruitment of paid placement roles and volunteers to support this heritage project and agree objectives and workflows for and with this new heritage team
- Agree objectives with measurable performance metrics for the project with outputs and evaluation measures
- Deliver training for the team based on your experience of similar projects and arrange additional skills training where needed
- Implement plan with support of this new team and take responsibility for delivery of the project and outputs of the team
- Take responsibility for the capture of assets, safekeeping of assets and preservation for long term storage
- Line-manage heritage team members and volunteers seeking support where necessary, from Fundraising Lead, Head of HR, CEO and other colleagues and partners
- Work with partners on delivery of the project, building strong work relationships for long term collaborative working eg digitisation partners, website hosts etc
- Analyse outputs and complete evaluation report weekly for reporting to Fundraising Lead
- Exception reporting with finance, tech and other teams
- Advise and work closely with Head of Facilities to develop new museum space for heritage exhibitions
- Lead the co-creation of exhibitions, workshops, tours and events with Tech and Marketing teams
- Work with Marketing and box office teams on launch of new Heritage Suite with events to invite audiences and visitors
- Ongoing collaboration with partners, staff, audiences, communities and visitors to seek continual improvement of assets on display and educational events
- Work with Evaluation consultant to evaluate and report on success of project

Who You Are:

- You are passionate about Theatre and Heritage and can demonstrate this through your CV and work experience to date
- You have managed similar heritage projects at other theatres or heritage sites and can provide examples of these projects in your application
- You can show your skills and experience in recruiting, training and managing teams to deliver heritage projects involving asset collection, preservation, digitisation and displays
- You can give examples of how you have delivered grant funded projects involving analysis, evaluation and reporting ideally with experience of National Lottery Heritage Fund projects
- You can share with us your relevant charity experience
- You can provide detail of your work experience in Arts & Culture organisations
- You can demonstrate experience of working with partners to deliver collaborative work outputs

What We Can Offer:

- Fixed Term contract based at Theatre Royal in Portsmouth with some travel to meet residents as part of community participation project
- Hours:
    - Part time hours during planning and recruitment phases until February 2027
    - Full time March to November 2027
    - Part time hours from December 2027 to February 2028
- Potential for long term role beyond this project should funding permit
- Exciting venue opportunity with £1.6m funding already secured to repair, relaunch and reopen this historic heritage Grade II* listed building for Portsmouth's Centenary
- Friendly team on site with support from the team at Kings Theatre Portsmouth
- Salary £32,000 - £34,000 pa based on experience (full time equivalent, pro rata for part time phases)
- Free tickets to select shows at our venues

How to Apply:

- Submit your CV with a covering letter outlining how your experience and skills match what we are looking for in this role. Please send your CV and letter to Amanda.hart@portsmouththeatres.org.uk
- This post will remain open until filled