



## Facing The Past Phase 2

### PROJECT MANAGER BRIEF

#### Introduction

**Facing The Past** is a new project for Lancaster. By commissioning a piece of public art, the project aims to reflect, reveal, and redress omissions in our collective memory of the role Lancaster played in the transatlantic slave trade and of the enslaved people who came through or stayed here.

Lancaster was the 4th largest port for transatlantic slavery, a trade which made a number of Lancastrians very wealthy. Their family names are reflected in the city's buildings, institutions, streets and in the Priory churchyard itself, whilst the names and the stories of those enslaved remain largely unknown.

The Judges' Lodgings houses collections which commemorate Lancastrians who were involved in the slave trade. Facing the Past will be a 2-year collaboration across our community. It aims to bring meaning, and lead to better understanding, whilst raising questions and inspiring further enquiry.

The **Facing The Past** Project has been conceived and is led by the Lancaster Priory Memorial Commissioning Group, a diverse group of individuals and organizations, hosted by Lancaster Priory Church. The group is made up of volunteers who came together following the response in Lancaster to the BLM movement in summer 2020. This group acts as a Steering Group for the project.

Phase 1 of **Facing the Past**, which includes research and development, arts and creative learning workshops, public consultation and fundraising is already underway. This phase is funded by Arts Council England and is being delivered by the Priory Church working in partnership with the Judges' Lodgings, Lancaster Black History group and others.

**The Lancaster Priory Memorial Commissioning Group is now recruiting a freelance Project Manager, initially for 15 days in Autumn 2021, to take the project to the next phase. It is expected that the role will be extended as new funds for the project come in.**

#### Tasks

Working closely with members of the Lancaster Priory Memorial Commissioning Group, to

- Scope 'Facing The Past' Phase 2 (new public artwork/s, wraparound engagement, creative learning, digital activities)
- Develop local, regional and national partnerships to support the project, leading on consultation with these partners
- Research potential artists, making recommendations to the Lancaster Priory Memorial Commissioning Group
- Develop a project budget and delivery plan
- Draft artists' briefs
- Scope potential funding for Phase 2. *Note: A fundraising specialist will come on board later in the project*
- Attend Lancaster Priory Memorial Commissioning Group meetings and report on progress



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- Contributing to evaluation of the project to date and the development of the Project Manager role in the next phase
- Other tasks which may reasonably arise in relation to this role

#### Skills, Experiences and Competencies

ESSENTIAL	DESIRABLE
Experience of developing / managing significant projects, relevant to this role	Good local / regional knowledge
Experience of working on projects with several stakeholders or with complex partnerships	Experience of fundraising for arts / cultural projects from significant funding bodies eg Arts Council / Trusts and Foundations
Experience of working with artists to deliver art projects in the public realm	Experience of commissioning artists / writing artists briefs
Knowledge of fundraising	Excellent team worker
Understanding of current arts practice	Experience of working with a wide variety of statutory and voluntary agencies including faith groups
Demonstrable experience of delivering project plans	
Experience of setting significant project budgets (100k and over)	
IT competencies	
Excellent communications and advocacy skills	
Excellent organisational skills	

#### Other Considerations

**Fee** available: £3,750, inclusive of any VAT chargeable and any expenses. This fee is calculated as 15 days at £250 per day. The Project Manager role is freelance and the Project Manager is responsible for their own income tax and National Insurance contributions.

#### Working Arrangements

The work may be delivered flexibly, although some key meeting dates in Oct / Nov should be adhered to.

The Tasks will be delivered within the timeframe of the project, with key delivery dates being established at the start of the contract.

The Project Manager may work remotely although some attendance in Lancaster would be desirable and beneficial. An office will not be provided.



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### Timescales, Milestones & Payment Schedule

**27<sup>th</sup> Sept** Closing date for applications

**30<sup>th</sup> Sept and 1<sup>st</sup> Oct** Interviews

**Throughout Oct & Nov** Tasks delivered

### To apply

Send a CV, including 2 referees and covering letter, outlining relevant experience and your interest in this role, to:

[steph@lancasterpriory.org](mailto:steph@lancasterpriory.org)

To arrange an informal conversation please email [andrewnico@gmail.com](mailto:andrewnico@gmail.com)

Members of Lancaster Priory Memorial Commissioning Group will assess all applications and invite shortlisted applicants to an interview, likely to be conducted via zoom.

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