

Project Coordinator – Orleans House Gallery Exhibition

Freelance brief – September to December 2021

About Us

[Orleans House Gallery](#) is a contemporary art gallery set in grounds overlooking the River Thames in Twickenham. It is managed by [Richmond Arts Service](#) which is part of the London Borough of Richmond upon Thames.

Our mission is to build community through creativity. We foster creativity and enjoyment of the arts, enable people to reflect on their lives and develop new ways of seeing the world.

The brief

We are looking for a project coordinator to support delivery of an exhibition opening at Orleans House Gallery in November 2021.

The exhibition will engage with the ideas and social conditions that informed [Sir Richard Burton](#) and by revealing concealed and contested pasts show the present in a new light.

The project coordinator will hold the critical path, manage the relationship with the artist, and ensure successful delivery of the exhibition. The project coordinator will be supported by the Arts Officer (Exhibitions & Collections) and the wider Programming Team.

Key responsibilities include:

- Manage the critical path for the exhibition ensuring it remains on track
- Manage the relationship with the artist
- Manage communication with the internal team and external contractors
- Manage the design and production of interpretation
- Manage the exhibition install
- Plan an opening event / late
- Manage the budget
- Produce marketing & comms for the show, including copy writing

We are open to hybrid ways of working but expect the successful candidate to be at Orleans House Gallery for most of the contract, including install of the exhibition.

Fee

September and October: 10 days @ £175 per day

November and December: 10 days @ £175 per day

About you

You will have:

- Strong project management skills
- Experience of delivering public-facing creative programmes
- Experience of working with artists
- Experience in creating content and devising approaches for programme marketing (this should include use of digital and social media)
- Experience of managing project finances
- The ability to forward plan and manage relevant risk processes for assets and people

- The ability to communicate clearly and effectively, both orally and in writing, with a wide range of individuals
- The ability to work independently and as an effective team member using initiative

Key dates

- Deadline for applications: 3 August 2021
- Interviews: W/C 9 August 2021
- Contract issued: W/C 16 August 2021
- Role kick-off meeting with Project Team: W/C 23 August 2021
- Exhibition install: 17–19 November 2021
- Exhibition opens: 20 November 2021
- Contract ends: December 2021

How to apply

The deadline for applications is 5pm, Tuesday 3 August 2021

Applications should include the following:

- A cover letter outlining how you meet the criteria in the 'About you' section
- A summary of previous experience and/or a CV
- Two references

We will be shortlisting applicants on the following criteria:

- How you meet the criteria for the role outlined in the 'About you' section
- Alignment with our vision and values

Please send applications to Beatrice McDermott, Programme & Partnerships Manager
beatrice.mcdermott@richmondandwandsworth.gov.uk

We are committed to making the application processes as accessible as possible. If we can provide you information in a different format or you have any questions regarding this opportunity, please contact Beatrice.