



**Scotland + Venice
Charlotte Prodger**

Project Manager – Call for Applications

Applications to be received by 5pm, Friday 20 July 2018

Please submit to Alexia Holt, Associate Director, Cove Park
alexia.holt@covepark.org

Interviews will be held at Cove Park on Thursday 2 August 2018

Charlotte Prodger has been selected to represent Scotland at the 58th International Art Exhibition - La Biennale di Venezia. This presentation is commissioned and curated by Linsey Young with Cove Park.

We now seek to appoint a Project Manager to work with the Curator and Cove Park. The Project Manager will be contracted by Cove Park and will work closely with them and the Curator to realise this commission and solo presentation for the Venice Biennale.

The successful candidate will have experience of delivering major visual arts projects including managing commissions and complex installations.

The position will be offered as a fixed term, freelance contract inclusive of travel and accommodation within Scotland. Working closely with the team at Cove Park is essential and the Project Manager will be welcome to work from Cove Park (ideally a minimum of two days a week). The contract is expected to run from September 2018 to December 2019.

Charlotte Prodger works with moving image, writing and performance. Nominated for the Turner Prize this year, Charlotte won the Margaret Tait Award in 2014, was shortlisted for the Jarman Award in 2017 and, in the same year, was awarded a Paul Hamlyn Award.

Scotland + Venice provides Charlotte with a major international platform at this pivotal moment in her career. The commission gives her with the opportunity to produce a new single channel film work that will build on her sustained exploration of “queer rurality”. She will develop the commission over a series of research and production residencies at Cove Park, one of Scotland’s foremost residency centres.

The Venice Biennale is the largest and most prestigious visual art exhibition in the world. This will be the 58th iteration of the Venice Biennale and the ninth presentation from Scotland + Venice. The primary objective of the project is to profile Scotland internationally as a centre of excellence for the development and promotion of contemporary visual arts practice.

Scotland + Venice is a partnership between Creative Scotland, the National Galleries of Scotland and the British Council. For further information and details of past projects please visit: <http://scotlandandvenice.com/>

For more information including a press release please visit www.covepark.org

The Role of the Project Manager

The Project Manager will play a critical role in the Scotland + Venice project. Working within agreed budgets and to fixed deadlines the person appointed will work closely with and report to the Curator and the Associate Director at Cove Park to ensure that the artist's vision and the ambitions of the Scotland + Venice partnership can be achieved.

The role includes but is not limited to:

- Working closely with the Curator, the Associate Director and the artist to finalise the scope and scale of the Scotland + Venice project.
- Putting in place the necessary arrangements to ensure the venue in Venice is fit for purpose, ensuring any storage, office, insurance, health and safety, access and/or technical requirements are addressed.
- Liaising closely with the landlord and/or other Venetian contractors to ensure that the project's technical, licensing and other requirements are fully met.
- Liaising with the Producer of the new film commission and supporting the management of the production process where necessary.
- Overseeing the production/fabrication of all elements of the commissioned work and ensuring this is delivered on time and to budget.
- Overseeing the installation and subsequent de-installation of the commissioned work, in liaison with the AV Contractor to ensure this is planned and delivered to the agreed timescale and budget.
- Liaising with other members of the Scotland + Venice team/partnership to ensure excellent communication across the project so that all parties are fully informed of the project timeline and ensuring that all agreed milestones/deadlines are met.
- Managing arrangements/hospitality for the opening events in Venice, in liaison with the PR agency and project partners, including the Artist's galleries, and ensuring the effective delivery of any other scheduled events forming part of the project.
- Developing and managing the Scotland + Venice mailing list to ensure appropriate and effective representation at all Scotland + Venice events, ensuring GDPR compliance.
- Working with the Designer to coordinate branding/signage at the exhibition venue and around Venice, including working with local agents to secure the required license applications and permissions.
- Providing support to the appointed Designer in the production, copying, shipping and other logistics related to Scotland + Venice merchandise – bags, t-shirts, invitations and publications.
- Coordinating travel, accommodation, shipping and courier requirements for site visits, installation, de-installation, events and any other travel where required.
- Coordinating the management of the Invigilation team, following initial meetings with FE, HE and other partners. This includes invigilation of the work in Venice, liaising with key partners in the programme to ensure invigilators are trained, prepared and supported in their roles.
- Liaising with the Curator and Associate Director of Cove Park to ensure clear communication around the promotion of the artist's work beyond Venice.
- Liaising with Funders and Sponsors to ensure they are appropriately acknowledged within printed and online media, working within the Venice Biennale and Scotland + Venice branding guidelines.
- Contributing to the ongoing development of the UK in Venice presence and profile.
- Maintaining accurate and up to date budget, income and expenditure spreadsheets.

- Working with appointed photographers and videographers to ensure all key elements of the project are appropriately documented and that all physical and digital documentation is stored, backed up and archived.
- Supporting the end of project handover: creating an end of project report, collating and providing digital copies of all working documents, spreadsheets, contracts, supplier lists, contact lists, images, schedules and other project management materials at the end of the project.

Reporting and Management Structure for Scotland + Venice

The Project Manager will report to the Associate Director of Cove Park and the Curator. Overall management and responsibility for the successful delivery of Scotland + Venice is the responsibility of the Scotland + Venice Steering Group which includes the Curator, the Associate Director of Cove Park and senior managers from National Galleries of Scotland, British Council Scotland and Creative Scotland. This group is chaired by Amanda Catto, Head of Visual Arts at Creative Scotland and meets on a monthly basis.

The Project Manager will provide regular, written project update reports to these meetings that will cover the key elements of the project, including budget. Decision making powers/delegated authorities will be established from the outset.

Qualifications and Experience

We are looking to recruit an individual who can demonstrate:

Excellent project management skills.

Experience of working on high profile contemporary visual art commissions and working closely with artists to realise ambitious projects.

Exceptional communication skills.

Strong organisational ability.

Significant experience of managing budgets and staff/production teams.

Terms and Conditions

The contract is expected to run from September 2018 to December 2019. The start date is negotiable.

The Project Manager will be required to be in Venice for a site visit planned for October 2018, installation from 1 - 12 April 2019 and in advance of the vernissage week which commences on Monday 6 May 2019. The workload is most intense in the run up to the Biennale opening and reduces significantly thereafter. There is ongoing remote management of the invigilation teams during the run of the exhibition, a short de-installation period from 25 November 2019, followed by budget reconciliation and reporting in late 2019, and a project handover meeting.

This is a fixed term contract and the fee is negotiable though expected to be in the range of £25,000 to £30,000, inclusive of VAT. International travel and accommodation expenses incurred on behalf of the project will be covered separately.

The person appointed will be offered space at Cove Park in Argyll and Bute and will be expected to work closely with the team there. However, given the nature of the role we would also anticipate that the person appointed will have the ability to work from home or from their own premises.

To Apply

Please send your CV and a covering letter that states your interest in the role and the relevant experience that you will bring to the tasks outlined in the brief.

Deadline: 5pm, Friday 20 July 2018.

Please submit to Alexia Holt, Associate Director, Cove Park: alexia.holt@covepark.org

Interviews will be held at Cove Park on 2 August 2018 with the Curator, Associate Director of Cove Park and at least one representative of the Scotland + Venice project. Attendance in person is preferred, however interviews can be held via Skype if this is not possible.

If you would like to have a conversation as you prepare your application please contact Alexia Holt via the e-mail address above or call 01436 850500.