

JOB DESCRIPTION

Job Title:	Consultancy Project Manager
Reports to:	Head of Consultancy
Department:	Consultancy
Salary and benefits:	£23,000-25,000, plus eligibility for pension scheme after 6 months
Contract:	Permanent full time
Probationary period:	3 months

Main objectives:

To support the Head of Consultancy in the implementation and management of the Contemporary Art Society's art consulting services to public bodies, companies and individuals in such a way as to deliver the CAS mission and generate income for its charitable work.

Key Responsibilities:

- To work with the Head of Consultancy to deliver exemplary consultancy services across corporate & private contemporary art collections, large-scale public art commissioning and exhibition and event programmes.
- To project manage a wide range of projects independently and engage successfully with clients, artists, dealers, agents and other stakeholders.
- To prepare and monitor project strategies, production schedules, and budgets to ensure the smooth delivery of projects.
- To research and prepare client proposals and presentations and to undertake curatorial research as required by the Head of Consultancy and external clients.
- To prepare ongoing promotional and website content relating to the department and to co-ordinate information and image management for the consultancy team.
- To assist the Head of Consultancy in new business development and income generation and business development, including contributing to the business development strategy, client research and marketing and promotion of the services.

- To manage the day-to-day administration of the Consultancy department, including database management, preparation of contracts, information and data management and project implementation.
- To oversee the internship programme of the department, assisting in the recruitment, briefing, preparation and monitoring of workplans for interns.
- To undertake other duties as requested by the Head of Consultancy or senior management team.

Person Specification:

The Consultancy Project Manager plays an integral role within a small departmental team that works with companies and public and private clients to create, commission and collect contemporary art. The position requires a dynamic individual with proven ability to work across a varied and busy project caseload, efficiently and accurately. Required experience includes:

- A demonstrated track record of project management in the arts or related area.
- Excellent organisational, administrative, and budget management skills, including the ability to prioritise work and make sound judgements under pressure and to tight deadlines.
- A sound knowledge of contemporary visual art and artists, with demonstrated experience in aspects of collection management, the commissioning of artists or exhibition curation.
- Well developed written and oral presentation skills – the ability to convey information clearly and concisely in both written, visual and spoken forms and to maintain effective working relations with a broad range of people both internally and externally.
- Excellent IT skills, including the use of word processing, Excel, PowerPoint, Photoshop, database and e-mail applications.
- Educated to degree level or above.
- An entrepreneurial outlook combined with the confidence and self-motivation to support the development and management of all aspects of the consultancy service.

Application Process

Application forms can be downloaded from

<http://www.contemporaryartsociety.org/about-us/recruitment>

Completed application forms should be returned either by email to recruitment@contemporaryartsociety.org or by post to Recruitment, Contemporary Art Society, 11/15 Emerald Street, London, WC1N 3QL.

Closing date for applications is 5pm on Thursday 18 February 2010. Shortlisted candidates will be asked to attend an interview on Thursday 25 February 2010 and to prepare a 10-minute presentation on their approach to the role.