Freelance Project Manager: Gift Shop Salford

We are looking for a motivated and organised project manager to manage a creative project in Salford between July and October 2017. You will have experience of project management in a creative context, engaging with young people, working with artists and of delivering arts based projects in community settings and in partnership.

What is 42nd Street and The Horsfall?
42nd Street is a respected, Greater Manchester mental health charity committed to supporting young people aged 11-25 with their emotional wellbeing and mental health. Our holistic service model combines therapeutic psychological interventions with advocacy, social care and creativity. Last year we worked with over 2,000 young people via individual therapeutic support, identity based group work, projects and residential, leadership opportunities, peer research and a wrap-around creative programme, now in its own venue; The Horsfall.

Gift Shop
Gift Shop is a 42nd Street creative, arts based engagement project for young people in Salford. By using different creative processes participants will explore ideas around emotional wellbeing and mental health and translate these ideas into a series of useful and beautiful, creative products to offer to the local community via a pop up shop in Salford. The project introduces the idea of “Gift Giving” and how we all have things of value to offer those around us and to ourselves.
We have identified a group of artists who are keen to deliver workshops as part of the project and a number of young people’s groups who are keen to take part. The project manager will be responsible for bringing these elements of the project together, ensuring best practice and an enjoyable process for everyone involved. They will also ensure that the project meets and monitors its expected outcomes and is delivered within the budget and timescales available.

The project manager will be responsible for:
- The planning and delivery of creative sessions with young people from partner organisations in Salford resulting in the production of items to be sold in a pop up shop. This will include identifying the most appropriate artist to work with each group, timetabling workshops and ensuring materials and equipment are in place.
- The coordination of a series of freelance artists contracted by 42nd Street to deliver the above workshops
- The identification of the correct venue for the pop up shop over two weekends in the city of Salford. We are currently looking at Islington Mill and the Salford Quays Makers Market as potential sites.
- The design and setting up of the pop up shop; this may include purchase of materials, decoration, signage and other activities related to the preparation of the space.
- The programming and management of a series of short workshops to run alongside the pop up shop.
- Jointly coordinating with 42nd Street’s creative producer, the creation and distribution of publicity materials relating to the opening of the shop.
- Jointly coordinating with 42nd Street’s creative producer, the running of the shop, staffing of the shop and any activities that take place in the shop space during opening hours.
- Participating in all activities relating to the monitoring and evaluation of the project – to be led by 42nd Street.
- Adhering to, monitoring and reporting on the budget to 42nd Street’s Creative Producer.

**Time Frame**
The majority of the contract will be delivered in September and October. Ideally, the appointed candidate will be available for a number of days in July/ August for planning of the project. The exact timetable of work will be set with the appointed candidate.

**Fee**
25 days at £120 per day (Total: £3,000)

The project manager will require a DBS (we are able to process this for you upon appointment).

**To apply**
Please send a short letter of application with a CV to: Julie.McCarthy@42ndstreet.org.uk

Appointment will be through informal interview in early July 2017.

**Deadline:** 12 midday, Friday 7th July, 2017.