

BOMPAS & PARR

Job title: Project and Development Manager – British Museum of Food

Contract type: Permanent, full-time contract

Location: Bermondsey studio

Reports to: Creative Brand Director

Salary: Based on experience



Ice cream moulds from Scoop, It's a Wonderful Ice Cream World exhibition.

We are recruiting an engaged, sharp and well organised Project and Development Manager to join the British Museum of Food (BMoF) team. The role will work in collaboration with core project teams to drive forward the museum's upcoming programme of activities, with a particular view to audience development, increasing awareness and securing funding. To be considered for this role, you must have at least four years' experience in project management and development within the arts sector.

Objectives

- Deliver public and private activities in accordance with funding commitments and the company's business objectives
- End-to-end project management, project planning, reporting and analysis
- Manage project budgets and all project financial reporting
- Secure corporate and private arts funding and in-kind sponsorship

- Help to drive forward development strategies in order to strengthen new and existing relationships to allow projects to operate on a more significant scale
- Co-ordinate and support the senior team on fundraising requirements

Project management

- Completion of all project and associated administration, including: preparing internal briefing documents, project schedules, resource planning and production documentation
- Lead on project workflows, ensuring projects are delivered on time and on budget
- Develop strong and effective communication and partnerships with all team members to ensure effective project development and delivery
- Ensure projects are effective and successful by maintaining excellent communication and high standards through the project lifecycle
- Prepare risk assessments and method statements ensuring effective delivery of production requirements

Development

- Manage stakeholder and sponsor relationships
- Write project proposals for funding and sponsorship
- Create project evaluation reports, reporting on project KPI's
- Plan, monitor, execute and evaluate fundraising PR, promotions and outreach activities; write press releases, secure interviews and articles with influential press contacts and organise press events
- Be responsible for the creation and up-keep of the contacts database
- Research arts funding and sponsorship practice and trends across the arts in the UK and report findings the senior team

Finance management and funding

- Lead project financial planning and budget management
- Completion of all financial aspects of project management including: writing scopes - fees and production costs, sub-contractor costs, monitoring margins, expenses, invoicing and financial reporting
- Pursue sponsorship funding opportunities and play an active role in securing funding through corporate donors
- Assist with implementing processes, tools and products to support the cultivation of corporate and individual donors

Essential experience

- Experience in a similar arts project management role
- Deep knowledge of the arts, culture and charity world
- Experience or knowledge of working with large public funders
- Experience in balancing the needs of multiple stakeholders and partnerships
- Impeccable administrations skills and strong financial acumen

- Experience working with and co-ordinating multi-disciplinary teams
- Previous experience of working with sponsors and donors
- Previous experience of working on live events in the public realm
- Excellent customer service and a good communicator dealing with prospective donors, wide ranging stakeholders and the public
- Able to adapt to change and respond positively when faced with new challenges
- Able to work autonomously, investigate and think analytically to problem-solve in a creative manner
- Excellent written verbal skills, public facing and professional
- Highly competent in Microsoft platforms, Google Docs and Keynote

General

- Be prepared to be flexible and very hands on with a positive, self-starter attitude
- Be proactive and timely to support the company's principal aims and business objectives
- Able to get the best out of people; be motivating, ambitious and future focused
- Undertake any other duties as may be reasonably required
- Be able to speak knowledgeably and articulately about all aspects of the work of BMoF and Bompas & Parr

Team structure: The Project and Development Manager will be part of the Content team led by the Creative Brand Director.

How to apply

If you are interested in applying for this position, please email work@bompasandparr.com with 'Project and Development Manager' in the subject heading. Please include the following in your application:

- A copy of your current CV
- A cover letter detailing why you feel you are a suitable candidate for this post and what attracts you to the role. Please note, applications not submitted with a covering letter will be rejected.

Summary of terms and conditions

- Salary based on experience, paid monthly in arrears
- The contract is a permanent full-time position subject to successful completion of a three-month probationary period
- Annual leave of 21.5 days excluding bank holidays (3.5 days required to be taken between Christmas and New Year)
- The post is based in Bompas & Parr's studio in Bermondsey, SE 1

Staff benefits

- Profit sharing bonus scheme
- Competitive workplace pension
- Company holiday property

- Team culture outings
- Summer and Christmas studio party
- Early finish every Friday in August
- Increased annual leave after two years of service
- One month paid sabbatical for five years of service

Bompas & Parr is an equal opportunities employer.