

# Cement Fields

## New Art North Kent

### Job Description

Job Title:	Project Manager, Whitstable Biennale 2022
Contract:	We anticipate the contract will be for a total of 87 days paid at £150 per day (total contract £13,050), to be delivered by mid July 2022
Location:	Remote and on site in Whitstable and other sites in North Kent
Reporting to:	Senior Project Manager, Whitstable Biennale 2022
Application deadline:	10am Monday 29 November
Interview date:	Week of 6 December 2021

### About Cement Fields

Cement Fields is a visual art organisation working closely with artists and communities to create ambitious and risk-taking new art. Our work, always rooted in place, extends out from the Thames Estuary North Kent, a diverse area that stretches along the river from the outer edges of London to Margate and includes busy urban centres, seaside towns, rural communities, and the North Kent Marshes, an SSSI and one of the last wildernesses of South East England.

The core of Cement Fields' work is in talent development, working closely with early-career artists on their most ambitious work to date, and supporting young people to develop skills, explore new ideas, and to find meaningful ways into creative careers. Cement Fields has grown out of Whitstable Biennale, a visual art festival with an international reputation for developing new artistic talent. The festival attracts 70,000 visits to each edition, and we are currently commissioning new work for our next festival in 2022.

Cement Fields is part of Arts Council England's National Portfolio, and is based at the University of Kent, in the Institute of Cultural & Creative Industries. We work closely with a wide range of partners and communities to plan and deliver projects, and we are a neurodivergent led organisation, exploring ways to champion the inclusion of a diverse range of people in the arts.

## **About Whitstable Biennale**

Whitstable Biennale is a contemporary visual art festival that brings people together to experience some of the most exciting new visual art being made in the UK today in film, performance and sound.

We work closely with artists early in their career to create new and experimental work, providing crucial time, space and support so they can take risks with their artistic practice. Enabling them to develop new ideas and artworks at important moments in their careers.

As a small fishing town on the Kent coast, Whitstable has no big city infrastructure of cinemas, large gallery spaces and empty buildings, so we work with artists to find ways to weave their artworks into the fabric of the town, the idiosyncratic halls and huts, the alleyways and oyster beds, pubs, newsagents, beach huts, and bingo clubs, the working harbour and the steep shingle shoreline, and to work closely with the people who live and work there.

Whitstable Biennale was founded in 2002, and the next edition in 2022 will be our tenth festival.

## **About this role**

We are looking for a Project Manager to assist with delivering the next Whitstable Biennale, which will be staged in June 2022. Working closely with our small team, you will be dealing with artists, participants, communities, venues and partners to create ambitious and exciting new works to share with our audiences.

## **Key tasks and responsibilities**

- Work with the Senior Project Manager on the overall realisation of the festival, including new artwork commissions, preparation and build at all venues and sites, and artwork preparation and installation
- Work with the Marketing and Communications Manager on signage, interpretation and marketing, and with the recruitment and management of local participation in artworks and for the volunteer/student placement programme
- Work with the Senior Project Manager to develop a project for UCA Canterbury Fine Art students, and to identify content from the festival that can be utilised for our wider schools programme

## **Additional tasks and responsibilities**

- Support the hosting of all artists, participants, volunteers and guests, and provide a warm welcome to our audiences

- Support diversity and access planning and delivery across the festival
- Contribute to effective office management, admin systems and filing to ensure information is easily shared
- Contribute to project reports, and handover/wrap up communications to all artists and partners
- Work to project budgets, securely storing and providing accurate financial information and regular reports
- Work actively with Cement Field's policies, including Environmental Standards, Equal Opportunity, Child Protection and Health & Safety

### **Skills and experience - essential**

- Well organised and methodical
- Strong project management and creative problem solving skills
- Excellent writing and editing skills
- Confident overseeing budgets and keeping records
- Experience working with spreadsheets and project management software
- Adaptable and quick to pick up new ways of working
- Minimum 2 years visual art project management or related experience
- Understanding of and affinity with our mission and programme
- Strong commitment to diversity and inclusion

### **Skills and experience - desirable**

- Experience of working with artists to realise site-specific and multimedia artworks
- Experience developing and running educational programmes
- Experience working with communities and managing participatory projects
- Experience with gallery buildings, and renovation work

### **How to apply**

To apply, please email the following to [info@cementfields.org](mailto:info@cementfields.org):

- Application Form ([download here](#))
- Equal Opportunities Form ([download here](#))

Please note only applications that are submitted using the Application Form will be accepted. CVs will not be reviewed.

Deadline for applications: 10am Monday 29 November

Interviews: Week of 6 December 2021

Interviews will be held online via Zoom/Whereby

## **Access requirements**

If you have access requirements, and would prefer to apply in a different format, or would like us to make reasonable adjustments to the interview process, please contact [info@cementfields.org](mailto:info@cementfields.org).

Cement Fields is an equal opportunities employer. We acknowledge the structural exclusion in the arts, and are striving to make our organisation more inclusive. We actively encourage applications from people who may face barriers to employment in the arts.

## **Contact**

Please get in touch with the team at [info@cementfields.org](mailto:info@cementfields.org) if you have any questions about the role.