

The Lost Lending Library Project Manager



Punchdrunk Enrichment's *The Lost Lending Library* - Lowri James. Image by Paul Cochrane.

[*The Lost Lending Library*](#) is Punchdrunk Enrichment's flagship primary school project which aims to raise standards in literacy, speaking and listening through engagement with an unforgettable narrative that unfolds within the school. *The Lost Lending Library* has visited a total of 64 schools since its inception in 2014, and engaged more than 30,000 pupils.

The Project Manager will manage the planning and delivery of the project in three schools (across five sites) in Greenwich across the Autumn and Spring terms of 2022. The role requires an excellent project manager who has experience working in a theatre education or outreach setting with strong organisational and communication skills.

This is a part-time freelance position. The Project Manager will work on a flexible basis to carry out the duties and responsibilities detailed below but with some set days needed at schools to support delivery and occasional weekend work.

Working closely with: Production Manager, Production Team, School Liaison Officer, Assistant Director, Enrichment Projects Managers, the Enrichment team.

Responsible to: Enrichment Projects Managers

Responsible for: School Liaison Officer

RESPONSIBILITIES

- Leading the logistical and practical delivery of *The Lost Lending Library* in three schools across the Autumn 2021 and Spring 2022 terms
- Representing the project, and Punchdrunk Enrichment, in a professional and positive manner in schools at all times
- Supporting the Assistant Director to maintain the artistic quality of this established project and implementing practical changes as needed
- Managing a complex project schedule across whole terms, communicating it effectively to multiple production team members and the delivery team
- Creating and managing detailed individual school timetables for the delivery team and school
- Leading whole school briefings alongside the Assistant Director, with support from the Enrichment Projects Managers
- Acting as the main point of contact for all schools during planning and delivery
- Alerting appropriate members of school staff on Punchdrunk Enrichment team and visitors to the school, ensuring DBS disclosures are brought if appropriate
- Acting as the main point of contact for the production team during the prep week and build weekend
- Working closely with the lead teacher at each school to support them and ensure all project assets are in place in preparation for delivery
- Supporting the Production Manager to ensure the building and removal of the installation of the library at each school is clearly communicated to the lead teacher and site staff at the school
- Presence at schools during key delivery times as dictated by the schedule
- Supporting the performer team and School Liaison Officer by ensuring costume and key props are in place and they understand the schedule
- Flagging and anticipating issues that arise during planning and delivery of the project and liaising with the appropriate team members to solve them with minimal impact to the project and school
- Managing the production of project paper assets e.g. ordering and co-ordinating library membership cards from suppliers, creating and printing tasks and ensuring all assets are in place for each school
- Managing the running budget with the Production Manager and reporting back to the Enrichment Projects Manager in line with Punchdrunk Enrichment's financial processes
- Day to day finance administration for the project including preparing invoices for approval by the Enrichment Projects Managers, checking team petty cash forms, tracking expenditure
- Upholding Punchdrunk Enrichment's safeguarding policy and supporting the project team to abide by this policy
- Organising access with schools for documentation or creation of marketing assets as required
- General project administration and other responsibilities as required

PERSON SPECIFICATION

- 2 - 3 years project management experience in an educational or theatre outreach context
- Experience working in an educational or outreach setting both delivering work and performing administrative tasks
- Familiarity with office systems (MS Office Word, Excel, Google Documents and Google Drive)
- Highly organised, with the ability to prioritise effectively
- Excellent attention to detail
- Ability to problem solve quickly and calmly
- Excellent communication skills
- Experience of managing budgets and tracking expenditure

TERMS

- Initial period of engagement: **November 2021 - March 2022**
- To be discussed: ideally six planning days November and December 2021, and 25 delivery days January - March 2022 (2-3 days a week throughout this period). Delivery days to include Mondays, and some weekend work may be required.
- Scheduled days to take place on site at schools in the Royal Borough of Greenwich, with planning and preparation days from the Punchdrunk Enrichment office. There is the possibility to work from home for some planning days.
- Fee: £150 per day

This role, due to its nature, duties and responsibilities, will be subject to a check by the DBS. Information about this disclosure can be found at www.gov.uk.

Punchdrunk Enrichment has COVID-19 guidelines in place and requires all staff and audience members to follow its policies to ensure health and safety for all. It should be noted however that the performance takes place in a small immersive space where distancing is not always possible. If you have any concerns about this when applying, please contact us to discuss the mitigations we are employing and how we are planning in keeping all staff and audiences safe.

Punchdrunk Enrichment strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Punchdrunk Enrichment welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under represented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy and destroyed after six months. We will keep your equal opportunities form for a period of six months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record.

HOW TO APPLY

Closing date for applications: 5pm, Friday 22nd October 2021

To apply, email recruitment@punchdrunkenrichment.org.uk with 'THE LOST LENDING LIBRARY PROJECT MANAGER' in the subject line with the following information:

- Your Name
- Mobile Number
- Email Address
- Your CV
- [A completed equal opportunity form](#)
- Your written or video response to the question below:

Referring to the knowledge and experience, skills and attributes from the person specification for this role, please explain how you meet this criteria and detail what you could bring to *The Lost Lending Library* project.

You can either send your answer to us in writing OR if you prefer you can send us your answer in video format (maximum four minutes). Videos should be submitted by uploading to either YouTube or Vimeo and sending us a link/password.

We will be in contact with shortlisted candidates to invite them to interview. Interviews will take place in person or on Zoom in the week beginning 1st November.

Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.