

SAATHI HOUSE, IN COLLABORATION WITH PUNCH AND ARE LOOKING TO APPOINT A PROJECT MANAGER TO DELIVER OUR GALLERY 37 NORTH PROJECT (G37n). THE POST-HOLDER WILL ALSO BE RESPONSIBLE FOR ENSURING THE DAY TO DAY OPERATIONAL ACTIVITIES OF SAATHI HOUSE.

ABOUT THIS POST - PROJECT MANAGER

- **REPORTS TO:** Saathi House Board of Trustees & Punch CEO
- **BASED AT:** Saathi House primarily; other delivery partners and some community outreach and punch offices during major parts of Gallery 37n

KEY RESPONSIBILITIES AND DUTIES

- Help shape, produce, manage and procure artistic work in North Birmingham
- Help devise marketing campaigns that support local artists and communities
- Recruit new artists from north Birmingham for both G37 weekender in October 20 and main residency in August 2021
- Communicate the Gallery 37n project drivers with passion and strong local knowledge of North Birmingham
- Fundraise specifically for Gallery 37 North
- Work alongside the punch team to ensure Gallery 37n feels part of the North Birmingham artistic ecosystem
- To be responsible for the management and overview of all current projects operating at Saathi House including the management of staff and finance
- To follow all policies and procedures that have been agreed by the Board of Trustees (BoT)
- To produce quarterly reports for the BoT on the progress of all projects
- Attend Board meetings as requested
- To liaise with all stakeholders on future needs of the Charity, plan and agree suitable budgets
- To be aware of future funding opportunities and how to access those funds to support the work of the Charity
- To ensure the Health and Safety of all staff and personnel using Saathi House, including regular building inspections.

ABOUT GALLERY 37 NORTH

G37 NORTH is a three-year, multi-artform programme reaching out to young people in some of Birmingham's most disadvantaged neighbourhoods. Bridging northwest Birmingham, west Sandwell and south Walsall, we aim to establish joined-up activities led by practicing artists across communities where provision has been disproportionately impacted by austerity. With a focus on two, three-week, annual onsite residencies G37 NORTH will enable young people to rediscover themselves as artists by making, showing and performing new work. We have a major commissions program planned for Year 1 that supports artistic ambitions for North Birmingham. Each artist will graduate onto proven pathways which will support both their artistic and personal development, and join a peer network of over 200 programme alumni. (wearepunch.co.uk/gallery37)

WHO WE ARE:

SAATHI HOUSE was established in 1977 in response to the emerging issues of migration and new arrival into the Ladywood neighbourhoods; in particular Aston, Lozells and Perry Barr. Saathi House is currently

one of the longest-standing charitable organisations in the area; working extensively with our prospective client group. We deliver arts and crafts activities, self care and parenting workshops and a civic leadership programme for women. (saathihouse.org)

PUNCH commissions emerging artists, produces new work and develops diverse audiences. We are a lead partner in a range of programmes that develop the creative talents of young people from diverse communities and marginalised backgrounds. These include MUSIC POTENTIAL, in partnership with GLOBAL MEDIA, and GALLERY 37, developed in Chicago. PUNCH delivered GALLERY 37 programmes in 2018 and 2016, which will form the basis of our collective delivery plan for G37 NORTH. (wearepunch.co.uk)

G37 NORTH PROJECT MANAGER - SKILLS AND COMPETENCIES REQUIRED

Essential

- Understanding Of Community Regeneration And Inclusion Practices
- Experience Of Successfully Securing Participation On Community Initiatives.
- Awareness Of The Specific Needs of Local Communities in particular South Asian, Pakistani and Bengali
- Willingness To Listen To And Negotiate With The local communities
- Readiness To Adapt Practice In Response To Changing Circumstances
- Flexibility To Work Beyond The 'normal' 9.00. -5.00.p.m Working Practise.
- Excellent It Skills

Desirable

- Experience of working on creative or cultural programmes
- Experience of diverse community languages in particular Bengali

HOW TO APPLY

- **Closing date for applications is 7th August 2020.**

Salary up to £28k based on experience. This is a three year fixed term contract. We welcome applications for a full time post or on a job share basis.

For an informal discussion on GALLERY 37n please contact Ammo on ammo@punch-records.co.uk. For an informal discussion on Saathi House please contact Carol Lyndon on 0121 628 7808 Carolannlyndon@gmail.com

Applications should be sent to nikki@punch-records.co.uk

Punch and Saathi House aim to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential. We are committed wherever practical to achieving and maintaining a workforce that broadly reflects the local community in which we operate.