

# Conference Programme Project Manager

**Freelance Contract October 2010 - June 2011**

**Fee: £8,000**

FutureEverything is looking for an experienced and creative conference programme project manager to work with the Director in delivering a coherent, dynamic, commercially viable and ground breaking programme.

The FutureEverything conference is at the heart of the award winning FutureEverything festival. It presents astonishing talks and visionary people in a global conversation on bringing the future into the present. Our internationally acclaimed conference is the crucible that explores the interface between technology, society and culture. FutureEverything also presents workshops and seminars year-round in both creative and commercial contexts. Recent themes include open data, networked cities, remote collaboration, new mobilities and environmental mass participation.

You will programme, manage and deliver the conference, seminar and workshop programme and will project manage the conference as a part of the FutureEverything festival. Opportunities also exist for additional work on year-round projects including a series of industry workshops.

Working to the Artistic Director and international advisors you will have an excellent understanding of digital technologies and digital culture, as well as of related industries, the role of technology in today's society, and of social issues such as sustainability, free and open source culture, etc. You will be fluent in speaking to business, art, technology sectors; comfortable networking across commercial and creative fields, and have excellent contacts. You will have experience creating programme schedules, writing copy, blogging and marketing the programme by acting as spokesperson. You will also be expected to develop partnerships and work on funding bids.

FutureEverything is an award winning, world class organisation using mass participation in creativity and social innovation to bring the future into the present. It has a strong global network and international profile, and is recognised around the world for leading pioneering projects and important international debates. It runs year-round digital innovation projects and an annual festival of art, music and ideas. FutureEverything is a not-for-profit 'Community Interest Company' (CIC).

**PLEASE NOTE: We are accepting applications by email only. Please do not send a copy by post.**

***FutureEverything CIC is annually funded by the Arts Council of England***

**Responsible to:**  
**Responsible for:**

**Artistic Director and General Manager**  
**Freelance staff, speakers, production members,**  
**subcontractors, temporary festival staff and volunteers**

## **KEY ACCOUNTABILITIES**

- To contribute, as a member of the management team, to the overall development, planning and operation of the FutureEverything festival.
- In particular to develop, plan and manage the artistic strategies and programmes.
- To deputise for the Artistic Director in these areas as appropriate.

## **SPECIFIC DUTIES**

### **Policy, strategy and planning**

- To work, with the Management Team, to devise policies, strategies and long-term plans for approval by the Board and in particular prepare elements of those plans relating to music projects
- To determine, with the Management Team, a viable programme for each year and advise accordingly
- To attend meetings and appropriate sub-committees and prepare reports and papers as required

### **Devising and planning the artistic programme**

- To work with the Artistic Director and Producer to devise and plan the development of conference seminars, key-note speeches and programmes
- To work in a semi-academic role alongside the Artistic Director in the delivery of conference programme
- To work with the Director, and other partners or advisor as appropriate, to plan the conference programme schedules
- To ensure that the annual programme is of high quality, contributes towards FutureEverything's objectives, is balanced in terms of artform and communities served, and is viable within achievable resources

### **Delivering the conference programme**

- To produce, or assist the Director in producing, national and international conference programme schedule
- To manage the conference programme budgets and petty cash by working directly with the Producer and General Manager
- To implement the company financial systems
- To line manage project staff, volunteers and consultants.
- To recruit and oversee speakers and other freelance personnel to produce, direct or manage specific projects
- To recruit and manage an advisory board
- To assist in targeting of projects, negotiating with partners, venues and funders
- To ensure that all projects and programmes are documented and evaluated
- To liaise with main venues up to the point of agreeing main terms and conditions of venue hire, then handover to Production Manager
- To manage the contracting of venues, artists, suppliers with direction from Producer
- Speaker liaison: manage booking travel and accommodation; obtaining biogs,

images, etc; sending out info pack; forwarding details to production manager; work permits etc with support from the Producer

- To manage the conference strand of the Open Call system

### **Partnerships**

- To help sustain FutureEverything and the Conference position within a number of regional, national and international partnerships
- To create and sustain partnerships with organisations that can offer expertise that complements that of FutureEverything and the Conference on programmes and projects
- To sustain and develop partnerships with venues, promoters, community groups, and organisations
- To represent FutureEverything and the conference to (and if appropriate on) external organisations, agencies and committees

### **Marketing and fundraising**

- To ensure the financial viability of specific projects and programmes by assisting with the identification of sales and funding opportunities and the preparation of applications
- To assist with the promotion of specific projects and programmes

### **Other**

- To further the implementation of **FutureEverything's** equal opportunities policy
- To ensure that your own personal development is maintained in terms of artistic knowledge, managerial and specialist abilities and education

### **Main Duties and Responsibilities (not necessarily in priority order)**

- A sound understanding of the social context, issues and practicalities of advocating and planning a digital technology focused Conference in the UK
- An excellent understanding of social media, digital culture and related technical and creative fields as well as the current academic, creative and business issues surrounding this expertise
- An excellent understanding of the role of technology in today's society, and of social issues such as sustainability, free and open source culture, etc.
- Experience developing seminar and presentation themes and topics
- Experience delivering speakers, panellists and experts in the relevant fields
- Experience at contracting speakers, co-ordinating conference logistics including travel, accommodation, technical delivery and marketing
- Experience creating programme schedules, writing copy, blogging, marketing the programme and acting as spokesperson
- Experienced at working with a team of advisors and other management professionals
- Excellent contacts within the UK academic and creative industry business landscape

- Experience writing proposals with attention to detail, and responding to a conceptual brief alongside rigorous budget control
- Experience working with a production and marketing team and operational delivery of conference event
- The ability to work as a member of a small team on strategic and planning issues
- The ability to lead, motivate, manage and develop staff
- Experience of planning and managing promotions and/or projects
- The ability to work effectively under pressure and to deadlines
- Good communication and presentation skills
- Experience of building partnerships across a range of sectors and communities
- Experience of commercial income generation, including ticket sales, fund-raising and sponsorship
- Must be energetic, creative and open to new ideas.
- Ability to maintain and broker good relationships with a wide variety of people and organisations - artistic, commercial and others.
- Minimum three years experience as a Conference Programme Manager.
- Good organisational skills with good all-round admin and IT skills including knowledge of Word, Excel and Macs
- Strong interpersonal and communication skills.
- To be aware of and endorse the ethical and Equal Opportunities policies of FutureEverything
- Knowledge of the national/international arts and cultural scene

#### **Desirable experience and skills**

- Knowledge of Manchester as an urban cultural hub.
- Have good understanding of the role of technology in today's world
- An interest in design and design skills will be an advantage.

**Note:**           **As this contract is new it is possible that, in response to the experience and skills of the candidates, some refinements to the job descriptions can be accommodated.**

#### **Hours:**

The standard working week is 37.5 hours. However, the nature of the work means that all staff need to approach their jobs with considerable flexibility in terms of both the times (evening and weekend work will be necessary) and total hours worked.

The office is normally open from 10am to 6 pm Monday to Friday.

#### **Probation and notice:**

The contract is subject to a two-month probationary period and 1 months notice.

## **Length of Contract**

Part time initially, building to full time in March, April and May.

## **Application Requirements**

Please send a CV with a cover letter [job52010@futureeverything.org](mailto:job52010@futureeverything.org), which responds to the job description and person spec by 27th Sep 2010

**Deadline:** 27<sup>th</sup> September 2010

**Interviews:** Week beginning 4<sup>th</sup> October 2010

