

Project Manager (Digital) - 64 Million Artists

Job description and person specification

[64 Million Artists](#) aims to unlock the power of creativity in everyone. We do that with individuals, and in partnership with communities, employers and organisations. We support the cultural sector to help others do that too. It is a hugely exciting time for us as we are growing significantly and are developing some interesting plans for the future.

Our culture encourages everyday creativity - regular time for doing, thinking and sharing with colleagues. We want 64 Million Artists to be an exemplary employer. That means we will aim to respond to individual needs of employees, offer industry competitive salaries and benefits, and encourage a culture that fuses hard work and fun and makes time to nourish the creativity of everyone working for and with us.

We are introducing this new role with the support of some funding from Nominet Trust and Baring Foundation for 6 months but are confident that we will be able to extend this role beyond the initial period (should you be interested) and perhaps also expand it to a full time role, working on a wider series of projects within the organisation.

Job Description - Project Manager (Digital) - 6 month contract initially

Reports to: Co-Founder and CEO

Hours: Part Time (3 days per week) - this could be done as flexi time in a way that works for you

Based: Impact Hub Islington, 27 Dingley Place, London, EC1V 8BR (with regular trips to Leicester - travel covered as part of the work). Working from home is also available as an option

Salary: £30,000 (Pro Rata)

Holiday: 15 days plus public holidays

Responsibilities

Digital Development - Do, Think, Share

- Overseeing the development of a new interactive platform for 64 Million Artists
- Researching, developing and testing new content, for example prototyping online courses, reflection tools, How-To videos, session plans
- Recruitment of participants to these prototype programmes (with the Community Coordinator)
- Management of partners and content providers / developers contributing to these programmes

Wider company work

- Feeding into the broader strategy of the organisation
- Working with the CEO on looking at how the digital platform can support the growth of the company and feed our other programmes

- User research and insights to inform iteration of 64 Million Artists digital platforms and engagement, including social media
- Contribute to shaping public digital programmes such as the [January Challenge](#)
- Work on appropriate funding bids or commercial programmes to grow the company and further fulfill our purpose

Person Specification

We're looking for someone that is excited to be part of a growing team and is creative (we know we all are..) and full of ideas, as well as having good attention to detail. We believe in failing fast and embracing uncertainty - even when we find it challenging. We are looking for someone who is passionate about what we do and is enthusiastic about helping us grow.

Essential

- Experience of overseeing digital development
- User experience design / user research
- Strong project management experience
- Ability to work across a number of small projects
- An iterative and flexible approach to working
- Good communicator and a positive approach

Desirable (We know it would be unlikely anyone would have all of these things but great if you have one or two!)

- Experience with partnership development
- Knowledge of funding routes or commercial growth options for digital products
- Experience of working with older people
- Experience of training programmes
- Commercial experience

To apply

Please submit the following to Jo Hunter, Co-Founder and CEO
jo@64millionartists.com:

- a full CV
- details of 2 referees
- covering letter (of no more than 2 pages)
- links to any digital content you have created, and any digital tools, products or sites you have been involved in developing

Deadline: 5pm on Thursday 7th September

Interviews: Monday 18th September

We are an equal opportunities employer. We value diversity and welcome applicants from a range of backgrounds for this role. If you have any questions or access requirements in relation to the application that you'd like to discuss please just call on 07896 931 981 or email to the address above.