

G37 NORTH PROJECT MANAGER



PUNCH are looking to appoint a PROJECT MANAGER to lead on delivery of the [GALLERY 37 NORTH \(G37n\) project in Birmingham](#). The post holder will:

1. **Lead on community-related outreach and delivery**, supporting artists and the PUNCH team working in the community and facilitating the delivery of G37n's public programme.
2. **Be responsible for managing relationships** with multiple stakeholders; building their capacity to deliver future arts initiatives, especially staff and volunteers at our lead partner; SAATHI HOUSE.
3. **Oversee participant recruitment** onto our G37n residency in Q3 2021, and support PUNCH and our professional team in managing and producing the two-week programme.
4. **Help Shape and develop** micro commissions and future training for G37 cohort alongside Punch team
5. **Share G37 learning** with multiple stakeholders in North Birmingham with a sharp focus with our key partner Saathi House

ABOUT THE POST - PROJECT MANAGER

- **REPORT TO:** PUNCH CEO, Ammo Talwar
- **BASED AT:** PUNCH offices at the Custard Factory, Digbeth; with regular delivery from Saathi House as required.

RESPONSIBILITIES AND DUTIES

1. Help shape, produce and manage artistic and community work in North Birmingham.
2. Help devise marketing and outreach campaigns that engage and support local artists and communities
3. Use local knowledge to advocate for G37n's work and values in the north of the city.
4. Fundraise to enhance the arts, crafts and creative delivery capacity of Gallery 37 & Saathi House.
5. Recruit participants from North Birmingham for the Residency in August 2021
6. To produce quarterly reports on the progress of all project strands and attend G37n Board meetings as requested
7. To liaise with all stakeholders on future development of Saathi House's arts plan; including input into budgets, resources and local networks.
8. Collect all data and further information for investors and partners
9. Follow all policies and procedures, especially any and all COVID health and safety guidance.



G37 NORTH PROJECT MANAGER



Salary up to £28k based on experience. This is a two year fixed term contract. For an informal discussion on this post, please contact Ammo on ammo@punch-records.co.uk.

HOW TO APPLY

- CLOSING DATE FOR APPLICATIONS IS 12TH JULY 2021
- APPLY BY SENDING YOUR CV AND COVER LETTER TO NIKKI@PUNCH-RECORDS.CO.UK

ABOUT GALLERY 37 NORTH WEAREPUNCH.CO.UK/GALLERY37

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 week, annual onsite residencies G37 NORTH will enable young people to rediscover themselves as artists by making, showing and performing new work. Major community commissions are currently underway.

ABOUT PUNCH AND SAATHI HOUSE

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. 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)

SAATHI HOUSE is the lead partner and was established in 1977 in response to the emerging issues of migration and new arrival into the Ladywood neighbourhoods. Saathi House is currently one of the longest-standing charitable organisations in the area, delivering arts and crafts activities, self care and parenting workshops and a civic leadership programme for women. (saathihouse.org)

