

February 2013

Dear Enquirer

Vacancy for Client Project Manager

Thank you for inquiring about the above opportunity. The closing date for receipt of applications is 4pm on Monday 4 March, and interviews will be held at MK Gallery on Thursday 14 March.

Enclosed you will find:

- MK Gallery general information
- Job description and person specification
- Outline terms and conditions of employment
- Application form
- Equal opportunities monitoring form

Please note that you must complete the application form. CVs will **NOT** be considered. The short-listing panel will only be provided with your application form, which will be judged against the person specification, which is the list of requirements for this post. You should ensure your application addresses each point of the person specification, giving details of the relevant skills and experience you have in each of these areas.

The electronic version of the application form can be completed by 'tabbing' between the fields or by selecting individual fields by clicking on them with your mouse.

Due to the high volume of applications we receive, we are unable to make individual responses to applications. If you have not heard from us by three weeks after the closing date you should assume you have not been shortlisted.

We look forward to receiving your completed application form and thank you for your interest in the vacancy.

Yours faithfully,

*Kate Chadwick*  
*Head of Administration*  
MK Gallery

# MK Gallery: Client Project Manager

## General information for applicants

### Introduction

The gallery opened in October 1999 and has a challenging and sometimes uncompromising programme of international contemporary art, with around 300m<sup>2</sup> of exhibition space, a Video Space, a Reading Space, a Project Space and a combined Information Desk and Shop in its foyer. We are situated just 30 minutes by train from central London. Nearby MK Theatre is one of the most successful presenting theatres outside London, run by Ambassadors Theatre Group. MK Gallery has had over 345,000 visitors since it launched, and is regarded as one of the UK's major contemporary art venues. For more details, visit [www.mkgallery.org](http://www.mkgallery.org).

**Our mission:** *MK Gallery provides access to high quality, innovative and thought-provoking contemporary art from around the world. In its programme it stimulates participation and debate, building relationships between artists and audiences.*

### 2012-2015

Our 3-year plan sets out how we will build on the developments of this first decade with renewed energy, as the gallery matures into a thriving, established, world class arts venue. It is our response to the city's growth, which is set to double by 2040: producing an internationally recognised programme of contemporary visual arts, complemented by a growing engagement and outreach programme and a dynamic, multi-disciplinary events programme that showcases new and emerging talent, art house films and artists' professional development. The work we will do over the next three years includes research, consultation, testing, modelling, innovation and risk-taking, carefully using our resources, knowledge and skills to build a firm foundation for a vibrant, sustainable programme.

### Our 2012-2015 priorities

- **Programmes:** Maintain and enhance MK Gallery's reputation as a centre presenting interesting, exciting, innovative and accessible contemporary arts, and to expand the range of its programming to complement the main exhibitions programme
- **Audiences:** Achieve and then sustain a significant increase in visitors to the Gallery, and to raise awareness locally of our activities and facilities
- **Sustainability:** Ensure sustainability through the management of a capital investment, a long-term funding relationship with Milton Keynes Council, and by increasing income from other sources, so that there is a better balance between grants and other types of income
- **Improved facilities:** Support our programme, audiences and sustainability priorities through plans to fund-raise for and achieve physical redevelopment and improvement of the site
- **Partnerships:** Maintain and develop partnerships with key stakeholders, such as Arts Council England, MK Council, MK Theatre, and the MK International Festival, alongside other local, regional, national and international peers and partners

### Capital Project

MK Gallery is about to embark on an exciting £10 million project to extend the gallery building, enabling it to build audiences, develop sustainable revenue streams, and to respond to cultural need in the city and region – Milton Keynes is among the fastest growing urban areas in the country.

MK Gallery's existing building comprises three galleries, workshop, office and entrance spaces. The capital development will provide much needed café and retail space, additional gallery space, and fit for purpose education for learning activities and public programmes. The project will also provide a cinema and social spaces for events and corporate hires.

Anthony Spira

Director

# Job Description

<b>Post</b>	Client Project Manager
<b>Hours</b>	Full time
<b>Accountable to</b>	Director
<b>Salary</b>	circa £30,000 per annum (negotiable depending on experience)

## Summary and purpose of role

MK Gallery is launching a major capital expansion programme. Working with the Director, the Board and a Building Committee, this role will be central to the coordination and successful management of the redevelopment.

The Client Project Manager will have primary responsibility for coordinating all aspects of the project, working across the whole organisation.

## Main duties and responsibilities

### Project Management

- To be the main client point of contact for the capital project
- To manage the procurement of consultants and advisers throughout the project
- To create and execute project work plans and revise as appropriate
- To manage day-to-day operational aspects of the project
- To identify resources needed and assign responsibilities
- To manage a Building Committee
- To work closely with the Finance Manager and Head of Administration to ensure robust and clear financial and budgeting systems and controls for the capital project are in place.
- To provide financial reporting and other management information on a timely basis
- To chair fortnightly internal project meetings, attend design team meetings as the client representative, and report monthly to the Building Committee
- To work closely with the external Project Manager and Cost Consultant to enforce control of the programme and cost on behalf of the client (MK Gallery)
- To be the main point of contact for Milton Keynes Council (MKC) with regard to planning, land ownership etc., working closely with the Director and Head of Administration

### Strategic

- To work closely with the Director, pursuing strategic partnerships and statutory funding opportunities (e.g. CIL, SEMLEP, and other funds)
- With the Head of Administration, advise on strategic relationships with ACE, MKC, SEMLEP etc.
- With the Director and Head of Administration, advise and generate strategic partnerships

### General

- To perform such duties as may be required from time to time by the Director

### Level of working contact

- All MK Gallery Staff
- MKTGC Trustees
- Design Team
- Building professionals
- Potential tenants
- Funders
- Gallery visitors / general public

# Person Specification: Client Project Manager

	Essential	Desirable	Evidence
Qualifications and Experience	<p>Experience of project management</p> <p>Experience of capital development</p> <p>Proven track record of managing a project on time and on budget</p> <p>Knowledge of the design and construction processes</p> <p>Degree level qualification or equivalent professional experience</p>	<p>Knowledge of working with a voluntary board of trustees</p> <p>Knowledge of risk management</p> <p>Knowledge of value management</p> <p>Knowledge and experience of working within the arts sector</p> <p>Experience of chairing meetings and disseminating information</p>	<p>Application Form / Interview</p>
Knowledge and Skills	<p>Strong organisational skills, ability to meet deadlines and to work under pressure</p> <p>Attention to detail</p> <p>Ability to represent the organisation appropriately and exercise delegated authority</p> <p>Excellent written and verbal communications skills</p> <p>Strategic and imaginative thinker able to translate ideas into systematic, achievable plans</p> <p>A self-starter with a high degree of initiative and ambition</p> <p>Highly numerate including sound business planning, budget and financial management skills</p> <p>High degree of computer literacy</p>	<p>Demonstrable ability to work within a complex operating environment across a range of different stakeholders</p> <p>Strong professional networks: art world, building industry</p>	<p>Application form / Interview</p>
Personal Qualities	<p>Pro-active and dynamic</p> <p>Confident and resilient</p> <p>Resourceful and entrepreneurial</p> <p>Strong team-player with collaborative working-style</p> <p>Highly motivated and delivery-focused</p> <p>Intellectual curiosity</p> <p>Sensitive and diplomatic</p> <p>Calm under pressure</p>	<p>A passion for or knowledge of art and architecture</p> <p>A commitment and enthusiasm for the activities and aims of MK Gallery</p>	<p>Application form / Interview</p>
Equal Opportunities	<p>Commitment to promote positive measures to eliminate discrimination</p>		<p>Application form / interview</p>

# Outline Terms and Conditions of Employment

## Summary

This summary contains the general conditions of employment. On offer of employment fully detailed conditions of employment will be issued.

<b>Post</b>	<b>Client Project Manager</b>
<b>Name of employer</b>	Milton Keynes Theatre & Gallery Company (MKTGC is a registered educational charity; MK Gallery is an operating arm of MKTGC)
<b>Place of work</b>	MK Gallery 900 Midsummer Boulevard Central Milton Keynes MK9 3QA
<b>Contract</b>	4 year fixed-term contract, subject to 6 month probationary period
<b>Salary</b>	Circa £30,000 per annum (negotiable depending on experience)
<b>Pension</b>	Stakeholder pension scheme  (3% employer contribution)
<b>Hours of work</b>	Full time, 37.5 hours per week  Core hours are 09.00 to 17.30 plus occasional evening and weekend working. Overtime is compensated by time off in lieu, agreed in advance.
<b>Holiday entitlement</b>	25 days per annum
<b>Notice period</b>	4 weeks in writing on either side during probationary period  12 weeks in writing on either side thereafter

# Information for applicants

The application form plays an important part in the selection process; both as a tool in helping us to shortlist candidates for interview, and as a basis for the interview itself. The following advice is designed to help you complete the application form as effectively as possible.

## Read the job description

- Each post advertised has a full job description. This job description describes the activities of the post in detail and may also include information on the type of qualities we expect of the post-holder.
- Ensure that you have read the job description before you begin to complete your application form.

## Analyse the job description

- Look at the activities of the post. Ask yourself why you are interested in this post.
- Ask yourself why it would be a good career move for you – it might be a promotion which would enable you to gain more responsibility or enhance your skills, or a sideways move intended to broaden the range of your skills and experience

## Consider your experience

- Think about any evidence you have at your disposal which you can use to prove you have the necessary skills, knowledge and experience
- Explaining your current (and previous) jobs to someone else may help you uncover 'hidden' skills that you take for granted. You may also want to consider any voluntary or unpaid work experience which you've completed or experience gained via a role of responsibility in one of your leisure pursuits.
- Think about the 'real-life' examples that you might give to help the selectors get a clearer picture of the range of your experience.

## Preparation for completing the form

- Complete a rough draft first. If you write out in rough what you might like to include on the form this often helps to avoid mistakes, repetition and generally assists you in organising your thoughts and the information you wish to share with the selection panel.

## Employment history

- Write out your career history. Do not go into too much detail but make sure you explain the main features of each job that you have had. Check that the dates are correct and in the right order.
- Explain any gaps in your career history.

# Application Form

Applicants are asked to ensure that they complete all sections of the form. Of particular importance is section 8, which is intended to give you an opportunity to demonstrate your suitability for this post. Please complete the form clearly, in black ink, typescript or complete it electronically.

<b>Post applied for</b>	<b>Client Project Manager</b>
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## 1. Personal details

Title (Ms, Miss, Mrs, Mr etc.)			
Surname		Forename/s	
Home Address		Postcode:	
Home tel.		Work tel.	
Mobile		E-mail	

## 2. References

### Referee 1

Name		Post title	
Address		Postcode:	
Telephone		Fax no.	
Mobile		E-mail	
Capacity in which known to you			
If you are invited to attend an interview, are you happy for this referee to be contacted by MK Gallery beforehand? (you should ensure your referees are in a position to respond promptly)			<input type="checkbox"/> Yes <input type="checkbox"/> No

### Referee 2

Name		Post title	
Address		Postcode:	
Telephone		Fax no.	
Mobile		E-mail	
Capacity in which known to you			
If you are invited to attend an interview, are you happy for this referee to be contacted by MK Gallery beforehand? (you should ensure your referees are in a position to respond promptly)			<input type="checkbox"/> Yes <input type="checkbox"/> No

**3. Most recent employment (paid or unpaid)**

If part-time, please state number of hours per week worked.

Job title

Employer

Address

Postcode:

Date of  
appointment

Present salary/  
wage (if applicable)

Period of notice  
required

Reason for leaving  
or for seeking other  
employment

Give a brief outline  
of your  
responsibilities and  
duties

**4. Previous employment (paid or unpaid, excluding present post, most recent listed first)**

Employer	Job title	Dates (from/to)	Brief description of main duties	Salary	Reasons for leaving

**(Please attach another sheet if required)**

**5. Education and professional qualifications**

Please give details of any relevant qualifications gained (listing the most recent qualifications first). Please note that you will be asked to produce evidence of your passes.

University, College, School, etc.	Subjects and Grades	Date(s)

**6. Experience, skills and interests**

Use this space to list any additional skills, apprenticeships or training that you have completed that may be relevant to this post (e.g. word processing/ computer/database skills and training, voluntary work placements, etc.)

**Date training completed**

	Date training completed

**7. Membership of professional bodies**

Organisation	Grade	By Examination Yes / No	Date

## 8. Information in support of application

Your application will be judged against the enclosed person specification, which lists the essential requirements for the post. You should refer to and address each point on the specification, giving details of relevant skills and experience you may have in these areas and what particular qualities and experience you would bring to the post if appointed. Please state any other relevant skills or experience you may have. **(Note: CVs will *not* be accepted).**

**8. Information in support of application**

**(Please 'tab' to next field to continue typing when you reach this point)**

**(Please do not enclose any further pages)**

<b>9. General</b>
How did you hear about this post? (Please be specific, e.g. advertisement in a particular newspaper, a particular website, via word of mouth, in response to a written enquiry, etc.)

<b>10. Health</b>
Indicate below any illnesses or serious operations that you have had during the last three years that we should be aware of.
How many days sickness absence have you had in the last three years?

<b>11. Interview requirements</b>
Is there anything we need to know in order to ensure we can offer you a fair selection interview? (For example, do you require a BSL interpreter or a wheelchair-accessible interview room?)

<b>12. Declaration</b>
I confirm that to the best of my knowledge and belief, the information provided and the statements made in this application are factually correct and I understand that any false information may, in the extent of employment, result in dismissal for withholding relevant details or giving false information.
Signature
Date

**Please return your completed application form and equal opportunities monitoring form by 4pm on Monday 4 March 2013:** Emily Nixon, Milton Keynes Theatre & Gallery Company, 3 Theatre Walk, Central Milton Keynes, MK9 3PX. Or email to [enixon@mkgallery.org](mailto:enixon@mkgallery.org)

**Please mark your envelope ‘Client Project Manager’ in the top left-hand corner. Ensure that you apply the correct postage if you are mailing your application form – applications received beyond the deadline due to underpaid postage will not be considered.**

# Recruitment Monitoring Form

The data on this form is used for statistical purposes to provide MK Gallery with information for its annual statistical returns to Arts Council England and to monitor the performance of its Equal Opportunities Policy. Any reports produced using this information are anonymised. Any information given on the form is treated in the strictest confidence and is not used in any part of the selection process.

Post applied for	Client Project Manager
Date of application	
Your surname	
Your first name	

## Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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## Age

<input type="checkbox"/> Under 21	<input type="checkbox"/> 22-29	<input type="checkbox"/> 30-39	<input type="checkbox"/> 40-49	<input type="checkbox"/> 50-59	<input type="checkbox"/> 60-69	<input type="checkbox"/> Over 70
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## Ethnic Origin (please cross the box which most closely relates to you)

<input type="checkbox"/> Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> White British
<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Black British
<input type="checkbox"/> Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Irish
Black other (please specify)		
White other (please specify)		
Other ethnic background (please specify)		

## Dependents

Do you have any dependants (children, elderly relatives)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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## Disability

Do you consider yourself to have a disability?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you registered disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>

\*A disability is defined by the Disability Discrimination Act 1995 as a "physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities." Disabilities can be hidden and include long-term conditions which can be controlled through medication, for example epilepsy, asthma, heart conditions, diabetes.

Where you have an impairment or condition please use the space below to describe any accessibility requirements (e.g. physical access, hearing and/ or sight requirements) you would wish us to accommodate should you be invited to attend interview.

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