



Project Manager job description:



About us

We're Leicester's biggest South Asian dance academy, teaching Bharatanatyam, Bollywood, and Folk dance. Our mission is to inspire people through dance and community, celebrating heritage. Over 35 years, we've nurtured award-winning talent, making South Asian dance accessible to all.

We do this in three ways:

- Teaching dance to 200+ people aged 3 to 55+.
- Entertaining live audiences with performances and touring shows.
- Bringing performing arts to underserved communities through outreach programs.

Thanks to support from the Arts Council's National Portfolio Organisation (NPO) fund, we're growing and need a part-time Project Manager to help.

About the role

We're seeking a part-time Project Manager to oversee the delivery of six key events funded by the NPO, along with various ongoing projects spanning a 12-month period, possibly extending to three years. Reporting directly to the NPO Programme Director, you'll manage the entire project lifecycle and contribute to governance and reporting. Key events include:

- City-wide South Asian classical dance and music festival
- Annual showcase of our full academy dance performances
- Well-being projects using dance for the over-55s community in Leicester
- Carnival-style dance parade and performances throughout Leicester's City Centre
- Series of Dance & Arts events leading to Arts Awards qualification for children

- Skills development programme in performing arts (theatre management, technical coordination, and event coordination) with local partners for ages 14+

The role is primarily based in Leicestershire with hybrid working options. One day per week in the Leicester City Centre office is required at a minimum.

Our requirements

What we require:

- Previous experience of project management and/or events coordination
- Experience and knowledge of the Performing Arts sector
- Strong ability to strategically plan and coordinate projects
- Ability to take initiative to 'get things done' whether independently or by coordinating teams
- Stakeholder relationship management experience
- Capability to analyse data and generate evaluation reports
- Effective time management and workload prioritisation skills
- Confident written and verbal communication skills; including negotiation skills, customer service and relationship management

What is preferable:

- Working knowledge of project management tools & communication platforms (e.g., MS Excel, Trello, MS Projects, MS Teams or Slack)
- Local knowledge of the Leicestershire area and community
- Enhanced DBS clearance

Please send your CV and cover letter to **enquiries@nupurarts.org.uk**

Job Type: Part-time (freelance)

Part-time hours: **20 hours per week** (potential to increase)

Salary: **From £11,817.00**

Schedule: **Monday-Wednesday** (with flexibility around event periods)

Work Location: Hybrid remote in Leicestershire. Minimum once a week in the office.

Application deadline: **Friday 23rd February 2024**

Expected start date: **Week commencing 1st April 2024**