



Job Title: Freelance Project Manager, Lowry Turns 25

Location: Various around Salford

Fee: £25,000

Job Type: Freelance contract of 142 days between March 2025 – March 2026, as mutually agreed.

Lowry is a multi-art venue presenting a diverse programme of theatre and visual art. Located at Salford Quays we are the most visited attraction in Greater Manchester, consisting of theatre spaces plus art galleries with works by LS Lowry and modern artists.

Next year Lowry celebrates its 25th birthday having opened to the public in April 2000. As part of this we will hold a year of celebration with various events and activities marking the occasion.

Lowry Turns 25 is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we will deliver an ambitious heritage project celebrating Lowry's 25th anniversary, bringing local histories to life, and exploring L.S. Lowry's legacy as a champion of working class and industrial heritage.

We are recruiting a Project Manager to lead on the management and delivery of two key projects within the Lowry Turns 25 programme:

- One Lowry, Many Stories - An oral history project recording people's memories of Lowry and the transformation of the Salford Quays area, culminating in the commissioning of two art installations, a digital archive and curated public playlist.
- Together We Create - commissioning 10 community organisations to develop a creative response to the heritage of Salford Quays and Lowry, presented at Lowry and community venues during 2025.

Brief:

To act as the Lowry Project Manager, leading on the management and delivery of Lowry Turns 25. The work requires a positive and pro-active approach to creating and maintaining strong relationships with project partners, freelance workers and community groups and residents.

Key Responsibilities:

- Ensure the smooth and efficient delivery of Lowry Turns 25, delivering the project on time and within budget.
- Maintain accurate administrative systems for the project and ensure appropriate records are kept.
- Maintain accurate records of costs, keeping within set expenditure budget.
- Monitor progress against key milestones and achievement of outputs and outcomes.
- Keep the project team and partners on track for delivery with regular updates and communication.
- Lead development and delivery of project culmination events.
- Maintain positive relationships with various partners involved in the project, including University of Salford, CVS, and 10 local community partners.
- Collaborate with Lowry staff to refine and progress deliverables. Attend regular working group meetings to provide clear updates on progress.
- Collaborate with Lowry operational teams to deliver events, installation of artworks, meetings and other onsite activity relevant to the projects.
- Work effectively alongside freelance artists and practitioners who are part of the project.
- Adhere to relevant policies (Safeguarding, Health & Safety, Privacy (data) and Equality, Diversity & Inclusion).
- Lead on development of interpretation and marketing materials, working with relevant Lowry teams.
- Collaborate with Press and Marketing teams to ensure projects are well communicated and marketed to audiences and the sector, including providing relevant social media content.
- Work with the Fundraising and Development team to support meeting National Lottery Heritage Fund and any other funders reporting requirements, including supporting the collection of data, and collation and entry of grant claims.
- Work with the Evaluation Lead to ensure effective evaluation across projects.

Person Specification:

Essential

- Effective administrative and organisational skills.
- Proven track record of successful project delivery, including achieving agreed targets/outcomes and meeting deadlines.
- Proven track record in managing largescale budgets and financial records effectively and accurately
- Ability to manage own work performance and time effectively.
- Experience of managing partnerships.
- Experience of supporting either a team or individuals to work towards a shared outcome.
- Knowledge and understanding of issues affecting people of diverse backgrounds, disability, ages and communities.
- Ability and willingness to travel and work across Salford and potentially Greater Manchester.
- Experience of event planning and management.

Desirable:

- Experience in arts or third sector (funded) project management, including understanding reporting requirements.
- Understanding of arts participation.
- Experience of working on a project funded by The National Lottery Heritage Fund

Fee

£25,000

Timeline:

- Deadline for applications – 5th March 2025 (11:59pm)
- Interviews – Wednesday 12th & Thursday 13th March 2025
- Contract dates (To be agreed) March 2025 – March 2026.

How to apply

Submit the following to getcreative@thelowry.com by **5th March 2025 (11:59pm)**

- A copy of your CV
- A cover letter detailing how you meet the person specification

Getting help to apply:

We are very happy to answer any questions. Please get in touch if you would like additional support with making your application.

Contact us at: getcreative@thelowry.com