

## Project Manager - Open Doors

July 2025 to 31 March 2026 - 2 days per week, freelance

We're looking for an experienced project manager to deliver several key projects for the Open Doors programme. If you have a background in project co-ordination, management and reporting, socially engaged practice and collaborative planning, we want to hear from you!



### Who We Are

We are Heritage and Culture - Newark and Sherwood District Council.

***We believe in the transformative power of culture.***

***Our mission is to enable people to enhance their lives through heritage, culture and the arts.***

Our core values ensure that everything we do is Relevant, Ethical, Welcoming, Inspirational and Creative. We achieve this by asking our communities what they want and need and responding creatively.



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SHERWOOD  
DISTRICT COUNCIL**

The Heritage and Culture team run the Palace Theatre Newark, the National Civil War Centre – Newark Museum and Newark Castle and Gardens. In 2023 we were awarded National Portfolio Organisation status from the Arts Council England to deliver on their ‘Let’s Create’ strategy. We are also a lead partner in Newark’s Cultural Consortium, Newark Creates which delivers events, activities and installations to animate and activate the town centre.

## The Brief

The Open Doors Programme delivers ten multi-stranded projects annually, targeting under-represented or culturally disengaged audiences. The projects are wide-ranging, from artist residencies to creative play sessions for under 5’s, and take place across the whole of Newark and Sherwood district. The Programme is overseen by our Programme Manager, who is responsible for the delivery of the annual activity plan, and for monitoring and reporting progress to our Board and to Arts Council England.

The Open Doors Project Manager will work with our Programme Manager to oversee specific projects across the remainder of this financial year. Key responsibilities include:



**Project co-ordination** - ensure activities dovetail with other planned programming by working closely with artists, delivery partners, venues and other stakeholders.

**Project controls** - work to agreed project controls, including performance monitoring and management.

**Financial management** - process and monitor expenditure for individual project budgets, adhering to all financial procedures and funder financial reporting requirements.

**Stakeholder relationships** - develop and maintain strong relationships with internal and external stakeholders, and support the programme manager with network development.

**Project monitoring** - set and lead project meetings as needed to ensure development and delivery is on track, noting progress against targets and setting actions.

**Marketing and communications** - liaise with the marketing team to develop content that promotes activities and events and shares outcomes. Adhere to brand guidelines, using a friendly, approachable, inclusive, progressive and accessible tone of voice in all communications.

**Reporting** - meet monthly with the Programme Manager to report progress.

**Evaluation and data collection** - collect and log qualitative and quantitative data as agreed with the Programme Manager in line with reporting requirements. Produce quarterly reports to meet the requirements of the Board and Arts Council England.

**Training and Development** - identify training needs for staff and freelance creatives and co-ordinate delivery. Attend staff development days and training as required.

**Applying Investment Principles** - we are committed to delivering against the Arts Council England's Investment Principles of Ambition & Quality, Dynamism, Environmental Responsibility and Inclusivity & Relevance. Ensure all projects embed these principles throughout development and delivery.

The ideal person for this role will have demonstrable experience of managing creative projects from inception to delivery in a co-created, participatory environment. You will have a proven track record of delivering funded projects, including comprehensive monitoring and evaluation. You will be a brilliant communicator and collaborator, experienced at working flexibly across multi-stranded projects.

### Location and equipment

Our offices are based in Newark at the Palace Theatre and National Civil War Centre, where you will be based.

### Fees

A fixed fee of £19,800.00 (inclusive of VAT) is available, with an additional £560 available for travel expenses.

### Eligibility

Applicants must be UK residents, registered with HMRC as a freelancer or business, hold public liability insurance, and be willing to provide documents to undergo a Disclosure and Barring Service check if required.

### Applying

Please apply by sending your CV and a covering letter showing how you meet the criteria above to be able to deliver the brief.

Alternatively, your proposal format can be a video file (MP4) or audio file (MP3). Video or audio content should not exceed 2 minutes. If submitting a video or audio file, please send this via a file-sharing service such as WeTransfer or Dropbox.

Please send your application to [opendoors@newark-sherwooddc.gov.uk](mailto:opendoors@newark-sherwooddc.gov.uk)

The closing date for applications will be **12 noon, Thursday 31 July 2025**.

Informal interviews during the first week of August 2025.

### Further information

Please visit the [Palace Theatre](#) and [National Civil War Centre](#) websites for more information.



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