

Position: Projects Officer**Salary: £18,000 pro rata (£10,800 for 21 hours per week)****Contract length: ongoing****Anticipated start date: 1st June 2018**

Culture Syndicates is seeking an innovative and efficient individual to work with the Head of Projects to deliver our services.

You will have experience in the cultural sector, with the proven ability to lead a team to complete cultural projects. This can be in a paid or voluntary capacity.

Our team at Culture Syndicates are dynamic and forward thinking, seeking and creating opportunities to fulfil our social mission to 'enable culture' and 'build employability.' We are seeking someone who is entrepreneurial and full of creative ideas to push the sector, and our sales, forward within the remit of Culture Syndicates' business plan. You will be able to create opportunities to generate income, building excellent relationships with existing and potential clients. You will view networking as a vital part of your role and professional integrity, using your strong industry awareness to maintain up to date information to inform new opportunities. You will also work conscientiously, ensuring you meet deadlines and provide a high quality of service to their team, clients and stakeholders.

Your role will vary from day to day, as Culture Syndicates' portfolio of projects reflects the needs of our diverse clients. You will be responsible for smaller and more straight-forward projects (usually with budgets around £2,000, up to £10,000), managing our team of freelance Heritage Assistants to deliver projects. One week, for example, you may be:

- Running a team to gather audience data at a museum
- Helping to create a project plan and a budget to support a tendering application for new work
- Attending a networking event to learn more about the industry and promote Culture Syndicates' services
- Reporting to a client on project progress
- Making the most of down time to research the latest changes to the funding landscape to create new opportunities with existing contacts

To apply for the role, please complete the Application Form and return it by the closing date. The Application Form and further information can be found at

<http://www.culturesyndicates.co.uk/2018/02/job-opportunity-projects-officer/>

CVs will not be accepted.

We are committed to opening opportunities to more people. If you would like to discuss the role, please contact Charlotte Pratley on 07456661337 or charlie@culturesyndicates.co.uk

Closing date: midnight on Monday 26th February 2018**Interview date:** Friday 9th March 2018