

DF2025 Artists' Open House Project Manager



Role:

Dulwich Festival is an annual arts celebration taking place over 10 days in May. It attracts over 50,000 visitors, 300 artists and 500 performers. The festival aims to be a catalyst for creative opportunities, nurturing a thriving and inclusive community, with a commitment to valuing Dulwich and our environment sustainably over time.

Artists' Open House (AOH) is the largest individual strand of the festival, representing over 400 artists in 2024. We are seeking a project manager to lead this programme with strategic and practical support from other team members.

The role involves:

- Working with the Director and Head of Programme to agree and work towards the strategic objectives of AOH 2025.
- Working with the team members responsible for Sponsorship, Marketing, Design, Finance, Administration etc to deliver these areas of AOH 2025.
- Refining the registration process and answering artist queries around that.
- Communicating via email and meeting with previous Artists and Venues, and those who have expressed interest in AOH 2025, to encourage and facilitate sign ups to the programme.
- Finding new venues to satisfy the strategic objectives of the festival and supporting them to find artists to show in their venues. Establishing and maintaining relationships with local organisations of all kinds including schools, businesses and public spaces.
- Supporting artists who aren't able to show in their own studios or homes to find a venue.
- Keeping good financial records, using Excel and Paypal, being responsible for the AOH budget and reporting income / expenditure to the Finance Director.
- Oversee the full process of the AOH catalogue and web pages; Collating and editing all artist and venue entries, working with the designer on pagination and all extra content.
- Working with the team on catalogue and asset distribution to ensure all artists have copies to promote the programme.
- Work with the team on an Artists Networking Event in advance of the festival.
- Ensuring Artists are prepared and supported in the hosting of their Open Houses.
- Visiting as many AOH venues and artists over the festival weekends, working with a team of volunteers to cover as much ground as possible and take pictures for social media.
- Gathering feedback from artists and evaluating the festival.
- Representing AOH and the festival at local events and with stakeholders, ensuring communications are consistent and all the dots are connected!
- Finding opportunities to develop and improve the AOH model and opportunities for local Artists within the remit of the festival.

Skills & Interests:

Reasonable computer skills required including proficiency with or capacity to learn Microsoft and Google programmes.

Strong interpersonal skills are required, especially communication and relationship building across all media and in person.

This role would suit someone who is passionate about visual art in the local area and who has professional experience of managing multi layered projects with large numbers of participants and varied stakeholders.

Commitment:

This role is anticipated to be required from November 2024 to June 2025, Ideally, candidates would be available to check in on emails several times a week.

The team work remotely, with no office space available. The Project Manager would be required to work from home from their own computer / phone equipment, and to attend regular meetings locally.

The Project Manager must be fully available 10th & 11th, and 17th & 18th May - the live dates of AOH at Dulwich Festival 2025.

Remuneration:

This role, like all roles in the Dulwich Festival team, is a freelance and mainly voluntary role. There is no employment relationship with Dulwich Festival. We do have the capacity to offer a small fee in recognition of the contribution made to the festival being over and above that of a purely voluntary role. The Project Manager will be required to invoice for this payment in phases.