Developing MJM: New Audiences, New Experiences

Brief – Project Manager
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1 Background

1.1 The Museum

Housed inside the city’s oldest synagogue building, Manchester Jewish Museum (MJM) tells the story of Manchester’s Jewish community. Showcasing material from its social history collection, its permanent gallery explores the growth and development of the Jewish community from the 1740s to 1945.

The museum currently attracts 15,000 visitors a year, including 10,000 schoolchildren. Formal and informal learning sessions are regularly held inside the museum, as are exhibitions and events, helping the museum promote tolerance and understanding of Jewish faith, heritage and culture.

1.2 The Project

In May 2015 MJM was awarded a development grant from the Heritage Lottery Fund (HLF) for a major development project. The project will fully restore the museum’s Grade II* listed synagogue building and will create a new museum extension to house new galleries and spaces for learning, events and commercial operations.

The Development Phase began in June 2015 and will end in December 2016, when the museum will submit its Round 2 HLF application. If successful, the project’s Delivery Phase will begin in April 2017 with the aim of re-opening the museum in January 2019.

Total project cost is estimated at £5.7m with the cost of construction work estimated at £4 million.

1.3 Current Position

The following documents have been developed consistent with RIBA Stage A/B to support a Round 1 HLF submission:

- Building Options Appraisal
- Building Inspection Report
- Structural Engineer’s Report
- Conservation Plan (draft) & Statement of Significance
- Business Plan (outline)
- Fundraising Strategy
- Audience Development Study

These documents are available to all tenderers on request. It should be noted that these were prepared to inform the Round 1 application and are therefore indicative of the museum’s intent rather than definitive proposals. Further investigation and design development will be required during Round 2.
2. **Project Manager**

An experienced Project Manager is required to recruit and manage the project Design Team. At Development Stage, the Design Team will comprise a Conservation Architect, Quantity Surveyor, Exhibition Designer, Theatre Designer, CDM-Coordinator and Business Planner. At Delivery Stage, this team will also include a Marketing/PR agency and all building and exhibition fit-out contractors. The Conservation Architect will manage a separate team comprising an Architect, Structural Engineer, M&E Engineer, Lift Engineer, Lighting Designer and Landscape Architect.

The Project Manager will act as the interface between consultants and the Project Sponsor, the museum’s CEO.

The Project Manager will lead the procurement of the Design Team and will ensure all consultants have the appropriate information and understanding to effectively execute the project.

The Project Manager will also provide assistance in managing all the other key actions required to deliver the project, from advising on forms of contract, procurement options, managing risk, monitoring and reporting on progress.

The Project Manager will report to the museum’s CEO, and will sit on the Project Board, providing regular progress reports to ensure all project outcomes are delivered on time and in budget.

A key role at Development Stage will be working with the museum CEO to compile the HLF Round 2 application.
3. Selection Criteria

Experience

- Minimum of 5 years’ experience project managing mid to large-scale capital projects, preferably in museums or galleries
- Experience managing restoration projects in listed buildings

Knowledge

- Demonstrable expertise of tender and procurement management for capital and restoration projects
- Sound knowledge of the construction industry, including laws, contracts, policies and procedures relating to listed buildings
- Prior experience of and knowledge of HLF submission management and coordination, preferably with museums/galleries
- Sound understanding of HLF funding application process requirements
- Professional qualifications in project management preferred

Skills

- Robust project management skills, including project mapping, cost control and budget management
- Preparation of complex funding applications
- Effective management of third parties
- Highly articulate with first class drafting skills, methodical with excellent attention to detail
- Excellent organisational skills, self-sufficient in administrative terms – efficient record management and maintenance of monitoring systems
- Highly computer literate (MS Project and MS Office applications, especially spreadsheets and master cost plans)
- Strong negotiator and effective presenter to all levels
- Strong commercial acumen and negotiation skills to ensure best rates with a range of contractors
- Able to manage budgets and work with complex spreadsheets
• Excellent time management skills, able to prioritise and multi-task in order to meet deadlines

• Ability to prioritise and to show initiative

• Good logical, analytical and problem solving skills

• Self-reliance and ability to think creatively

**Personal Qualities**

• Effective facilitator to professionally chair meetings

• Effective communicator to develop strong working relationships with staff, trustees, volunteers and external parties

• Assertive and proactive approach to work

• Strong commercial acumen

• Highly organised with ability to work under own initiative to achieve results

• Outgoing, confident and friendly personality and a good networker – broad background of working with people from all walks of life

• First class drafting skills, with the ability to write clearly

• Strong team player

• Demonstrable interest in arts, heritage and culture and a commitment to the aims and objectives of Manchester Jewish Museum
4. Terms of Contract & Fee

The Project Manager will be appointed in September 2015 and will work on a part-time freelance contract until 2019. The contract will be for two phases of work:

i) Development Phase (September 2015-December 2016). The total budget available for the development phase work is £19,159 plus VAT.

ii) Delivery Phase (April 2017-January 2019). The total budget available for the delivery phase work is £35,581 plus VAT.

A break clause will be included in the contract, whereby the contract will terminate in December 2016 if the museum is unsuccessful with its HLF Round 2 application.

5. Next Steps

If you would like to be considered for this work please supply the following information:

- Copy of your CV
- Proposal that explains a thorough understanding of the challenges of this project, how your skills, knowledge and experience meet the selection criteria and why you would like to undertake the project (max 1,500 words)
- Case study explaining the successful management of a comparable project (max 1,000 words)
- A budget breakdown outlining all project management costs

Send your response to ceo@manchesterjewishmuseum.com by 5pm on Friday 14th August 2015.

You will be assessed on your previous relevant experience, skills and knowledge. Costs and your methodology are also weighted, but in second rank.

To access recent project documents (as set out in section 1.3) or to discuss the work further please contact Museum CEO, Max Dunbar, on the above email.

Interviews will be held during week beginning 31st August. If you have access requirements for the interview please state these in your response.