



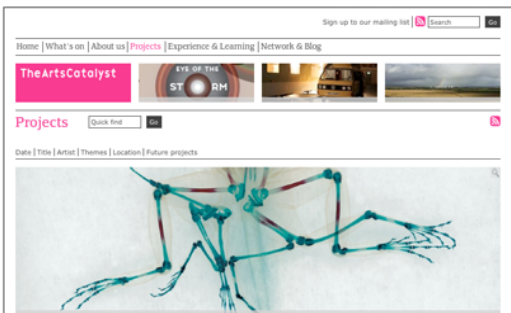
Wellcome Collection: exhibition teaser campaign



Museum of London: family event publicity campaign



Croydon Clocktower: events' brochures and publicity



Artscatalyst.org: website for art meets science organisation

Project Manager

£23K - £28K experience depending

We are Cog Design: working with the biggest names in the cultural sector, we create engaging and intelligent design that inspires audiences, provokes action and delivers results.

We want to expand our team with a brilliant Project Manager.

The role is to provide a communication bridge between our clients and our creative team; to set timetables, negotiate budgets, and ensure that we provide the best possible level of service to our clients; to give our clients what they need not (just) what they ask for.

This is a key role in our business. Our reputation is for excellent levels of service; we want someone who can exceed those expectations.

You'll need to demonstrate an ability to juggle dozens of projects, timelines and budgets whilst simultaneously enthusing the team and calming any apprehension or tension.

You'll play a key part in delivering campaigns for the highest-profile cultural clients in the UK (this page is a snapshot of some of last year's projects).

It's a wonderful opportunity for the right person with the diplomatic skills to negotiate between artistic sensitivities and creative sensibilities.

If this is the perfect role for you:

send a covering letter/email with your CV, salary expectations to:

opportunities@cogdesign.com



Roundhouse: festival marketing materials



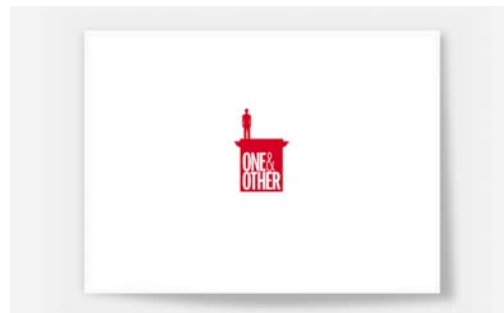
UK Centre for Carnival Arts: venue's launch invitation



London Museum's Hub: awards' invitation and materials



Wellcome Collection: exhibition publicity and launch invitation



Artichoke: branding for Antony Gormley's Fourth Plinth project



Watford Palace Theatre: promotion material for plays



Arts Council England: literary prize branding



Incorporated Society of Musicians: full rebrand

Communication – both written and verbal communication skills are essential; you must be able to articulate an argument or express an idea through every piece of communication, from a simple email to a written proposal. The knowledge and ability to speak from an informed, authoritative and professional perspective

Empathy – a good listener with an ability to quickly understand what people mean (not necessarily what they say). You need to be able to express complex ideas and tasks in simple language, and to adapt your approach when communicating with different audiences.

Multitasking– the ability to cope with the competing requirements of a number of different projects, operating at different timescales, and with different levels of complexity and creative input

Logic – able to assemble and disseminate (sometimes contradictory) details and ideas into a coherent and logical argument.

Leadership – ability to communicate a clear vision of the project outcome and gain support for it from your team (internal and external). A can-do attitude; the ability to rise to any challenge and find ways to overcome difficulties.

Motivation – motivate individuals involved in the project, including the client and the design team, to make the contribution required of them for the project to be completed successfully.

Team building – the right mix of skills to manage and complete the project task by facilitating productive co-operation; the ability to handle conflict if necessary. A desire to be an enthusiastic member of, and interested in working with, our team; a commitment to our values, vision, approach and ethos

Negotiation – using intelligence, tenacity and common-sense, to secure the best possible price/outcome/benefit whilst ensuring that everyone is happy with the result, spans all aspects of the role.

Room for growth and a desire to learn

15.5.2 Desirable

A knowledge and experience of working in the arts and the funded sector

An understanding that creativity doesn't just mean 'wacky'

An understanding of basic web design requirements

Knowledge about accessibility issues