

# PROJECT MANAGER STORE STORE

- £28,000-35,000 (0.5fte) depending on experience
- 1 month trial period
- Location: 154 Stoke Newington Church St N16 0JU

Project manager for STORE STORE Build; an architectural after school club program for 15-18yrs. We are looking for someone to develop and deliver our annual after school club program and summer school programs. You will work closely with local state schools, contemporary designers and have a good understanding of how to creatively engage young people.

STORE STORE is our shop and educational space. We host a weekly art, design and architecture After School Club for state school students.

STORE STORE is a project of STORE; an association of artists, architects and designers working from locations across London. STORE comprises three core elements: an educational programme, socially engaged practice, and diverse public events.

STORE STORE Build is a small scale building project to be run as an educational program, where those taught have an active role in the delivery of the architectural project - from the planning and design phases to the actual construction of a building.

## RESPONSIBILITIES INCLUDE:

Collaborate to develop a yearly plan and strategy for after school club.

Liaise with local state schools in Hackney and surrounding boroughs about after school clubs, summer schools and workshops in schools.

Organise and deliver the after school club, weekend workshops and workshops in schools, including working with tutors to develop after school club plans, managing budgets, purchasing materials and documentation.

Ensure that health and safety, child protection and equal opportunities policies and procedures are maintained.

Reaching out and building relationships with new designers to teach on the public workshops program and after school club program.

Manage content for website and instagram.

## KEY ATTRIBUTES:

### Essential Attributes

- Able to lead a project independently.
- Able to work closely with other colleagues and able to develop links with other local organisations as relevant.
- Good communication skills, and the ability to relate to a wide range of people.
- Able to manage deadlines and organise time effectively

### Ideal Attributes:

- A good track record in administration and or similar related responsibility.
- A good track record in working with and managing colleagues and peers.
- Have an interest in design and education and have a genuine desire to work with young people.
- Have an awareness of issues facing young people and communities and their access to art, architecture and design.
- Fluency in English: excellent verbal and written skills
- Competent in Indesign, illustrator and Photoshop

STORE STORE is a young organisation that is testing new ways of working and learning collaboratively. We are fostering an environment that wants to support the ongoing development of those that work at STORE STORE.

STORE STORE strives to be a diverse and inclusive workforce that better represents the communities we work with.

## PRACTICALITIES:

- Right to work in the UK. Must be applicable for DBS check. We will provide DBS checks for all new staff.

To apply, please send us a cover letter and your CV to: [school@storeprojects.org](mailto:school@storeprojects.org)

There is no deadline for submissions, this is a rolling job opportunity that we will close once a candidate has been found.