

# PROJECT MANAGER STORE STORE

- Part time role with a 1 month trial
- £35,000 (0.5fte)
- 6 month position with the possibility of an extension
- Location: Coal Drops Yard, Kings Cross, London

We are looking for a part-time Project Manager, with a previous background in product design and a competent understanding of production processes and materials.

STORE STORE is a design school and shop. Through a programme of free After School Clubs, state school students between the ages of 15 and 18 learn a range of creative processes from practicing artists, architects, and designers. The shop sells products designed and made in our After School Clubs, alongside other design objects made by independent designers and makers, with all proceeds going back into supporting the educational programme, and with royalties going to the students.

STORE STORE is a project of STORE; an association of artists, architects and designers working from locations across London. STORE Projects comprise three core elements: an educational programme, socially engaged practice, and diverse public events. STORE exists to facilitate the sharing of design skills and knowledge between experienced practitioners, aspiring students and the general public. As a Community Interest Company STORE's associates apply their knowledge and skills to projects that directly address current socio-economic challenges.

## RESPONSIBILITIES INCLUDE:

Working with the STORE STORE team to develop a year plan and strategy for the After School Club programme, Summer Schools and other workshops.

Organising and delivering the After School Club, Summer Schools and other workshops on a monthly basis.

Reaching out to our existing network and also building relationships with new designers to teach on the After School Club programme, Summer Schools and other workshops.

Liaising with local state schools and teachers about the After School Club, Summer Schools and other workshops.

Liaising with workshop teachers to develop robust workshop plans with clear learning outcomes and guide them through the teaching process.

Leading projects independently as well as working closely with other colleagues, and developing links with other relevant organisations.

Building and monitoring the materials budgets for the After

School Club, Summer Schools and other workshops.

Organising and purchasing materials for the After School Club, Summer Schools and other workshops where appropriate.

Ensuring that health and safety, child protection and equal opportunities policies and procedures are adhered to during all workshops.

Undertaking documentary evidence of the After School Club, Summer Schools and other workshops, where possible, such as photographs and portfolio material generated during sessions ensuring that all permissions have been gathered before the activity commences and are in place throughout.

Evaluating the After School Club programme and generating reports.

Managing content for the STORE website and social media. Coordinating the running of the shop, customer service, finding sustainable products that fit stores ethos, managing and packing web orders, and managing weekend staff.

## KEY ATTRIBUTES:

- An interest in design and education.
- A genuine desire to work with young people, and an awareness of issues facing young people and communities and their access to art, architecture and design.
- A good track record in administration and or similar related responsibility.
- A good track record in working with and managing colleagues and peers.
- Energetic and optimistic – able to inspire confidence with student groups.
- Excellent communication skills, and the ability to relate to a wide range of people.
- Excellent ability to manage deadlines and organise time effectively.
- Fluency in English: excellent verbal and written skills.
- Competent in Indesign, Illustrator and Photoshop.

## PRACTICALITIES:

- Must have right to work in the U.K.
- Must be applicable for DBS check.

The selected candidate is expected to start in April or May 2022. To apply, please send us a cover letter and your CV to [school@storeprojects.org](mailto:school@storeprojects.org)

Deadline 31.03.2022

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