

Heritage Crafts Association



**Project Manager – Gilding DVD project
Freelance position (approx. 1-2 days a week)
Mid-June 2018 – October 2018**

How to apply

Thank you for your interest in the position of Freelance Project Manager for the Heritage Crafts Association (HCA).

Please read the information in this pack before making your application. We have provided this pack online so that it is as accessible as possible. However, if you need this information in a different format, please email info@heritagecrafts.org.uk.

Applications should be made by emailing your CV and a short cover letter (no longer than 1 side of A4, detailing your interest in the role) to info@heritagecrafts.org.uk

The deadline for this role is Wednesday 20 June at 17:00. Interviews are likely to be held via skype or phone call later that week.

If you have any queries about the post or the application process please contact Laura Southall, Projects Trustee, via info@heritagecrafts.org.uk. You may also find it useful to visit the HCA website at www.heritagecrafts.org.uk.

Details of employment

This role is offered on a freelance basis with a fee of £2,000.
This fee can be paid in increments over the project period of mid-June to October 2018.

Hours: This is a freelance position where we would expect you to work approximately 1-2 day per week.

Location: Home-based, with occasional travel to London and other locations as required. As the organisation has no physical headquarters, the freelance Project Manager will work from home and the majority of work and communication takes place online. To facilitate this project, the Project Manager will be expected to be present at meetings, workshops and filming sessions which are likely to take place in London.

Reporting: You will report to the Trustees of the HCA, with your main contact being Laura Southall the Projects Trustee.

Project overview

The Heritage Crafts Association is the only organisation that exists to safeguard and promote traditional craft skills in the UK. In 2015 the Heritage Crafts Association received a generous grant from **The Radcliffe Trust** to assess the vitality of traditional heritage crafts in the UK and identify those most at risk of disappearing. The result of this work was **The Heritage Crafts Association's Red List of Endangered Crafts**, published in May 2017.

Four categories of endangerment were identified. Of the 169 crafts featured in the research, 17 were classified as **critically endangered** (at serious risk of being no longer practised) and a further 45 as **endangered** (those which currently have sufficient craftspeople to transmit the craft skills to the next generation, but for which there are serious concerns about their ongoing viability).

The project marked the start of long-term monitoring of heritage craft viability and its next phase will involve responding to the issues raised by the Heritage Crafts Association's Red List and taking steps to help safeguard the future of these endangered crafts. One means of preserving these craft skills for future generations of makers is to record current or former practitioners at work. Previous filming projects carried out by the HCA have featured wooden ladder-maker Stanley Clark and one of the last Sheffield Little Mesters, the late knife maker Trevor Ablett.

With the generous assistance of The Goldsmiths' Company and in association with the National Maritime Museum's 'Gilding the Gingerbread' project, the HCA will create a documentary film about **gilding**, a craft categorised as endangered by The Red List of Endangered Crafts. The film will feature a master gilder training one or more 'apprentices', who will ideally have some existing knowledge of the craft, in a practical workshop setting. The presence of these 'expert' learners is key in drawing out the tacit knowledge of the craftsman through questioning and discussion – the aim of the film is not just to show *how* something is done, but also to explain *why* certain processes are important. The film, therefore, should be able to stand alone as an instructional tool.

The film should last approximately 45 minutes to 1 hour and have a clear, narrative structure, depicting the gilding process from start to finish. The filming process should be as unobtrusive as possible, adopting a fly-on-the-wall approach so as not to disrupt the process and the flow of interaction between master and apprentices. A filmmaker will be sought who has existing experience of producing instructional films of this type.

The second phase of the project will involve delivering a learning programme of courses and/or workshops to further disseminate the skills transmitted in the film. This may be by the trainees passing on their newly learned skills, or by the master engaged in the project doing so.

Draft project schedule

Date	Action
June	Recruitment, appointment and induction of project manager (PM) PM to produce schedule, budget and filming brief.
July	Appointment of filming company and liaison re: filming schedule Planning of learning programme
August	Filming – including on site at Cutty Sark
September / October	Additional filming Production and editing of DVD Learning programme delivered.

Key tasks and responsibilities

1. Develop the draft schedule and budget into a full schedule and budget for the project and agree this with the HCA Trustee board
2. Produce a full filming brief and recruit a filming company to undertake the project
3. Through liaising with the filming company, manage and deliver the film, including supervising the film company during filming where appropriate and assisting in the editing of the film
4. Manage and deliver subsequent learning programme in co-ordination with the project partners
5. Produce and deliver a project report at the end of the process for HCA trustees

Person specification

Essential criteria

- Experience in project management
- Experience in independent and freelance work
- Attention to detail
- Good oral and written communication skills
- Good IT literacy, including word processing, email and spreadsheets.
- Experience of building good working relationships with a wide range of people and working in partnership with organisations and individuals
- Interest in traditional crafts or heritage sector
- Ability to be self-motivated, self-directed and well organised
- Willingness to work remotely for extended periods of time
- Willingness to work evenings or weekends on occasion
- Access to a reliable broadband connection and contactable by phone during working hours.

Desirable criteria

- Understanding of the heritage craft sector
- Experience of producing films
- Experience of planning and delivering learning programmes
- Experience of working in an heritage craft or with heritage craftspeople.

About the Heritage Crafts Association

The Heritage Crafts Association is the UK umbrella body for traditional heritage crafts, set up in January 2009, registered as a charity in England and Wales in December 2009 and as a Charitable Incorporated Organisation in November 2014. Working in partnership with government and key agencies, it provides a focus for craftspeople, groups, societies and guilds, as well as individuals who care about the loss of traditional crafts skills and works towards a healthy and sustainable framework for the future.

Crafts are an essential part of our shared heritage and they contribute towards local distinctiveness and community cohesion, but they currently fall outside the remit of support agencies in both the arts and heritage sectors. There is no designated body with a link to government for the heritage crafts as there is for contemporary and innovative craft (Crafts Council) and heritage building crafts (English Heritage). Many heritage crafts are in crisis, and some in danger of being lost within the next decade. The UK is far behind many other nations in the safeguarding of Intangible Cultural Heritage, of which traditional crafts are an important part.

President: HRH the Prince of Wales

Vision: The Heritage Crafts Association supports and promotes traditional and heritage crafts for current and future benefit through any charitable means. Its charitable remit is to advance public knowledge and appreciation of traditional and heritage crafts, in particular, but not exclusively, through education, advice and training.

Aim: The aim of the HCA is to support and promote heritage crafts as a fundamental part of our living heritage. We will do this by:

- **Surveying** - researching the status of heritage crafts, identifying those crafts in decline or in imminent danger of being lost, and addressing the issues to ensure their survival.
- **Advocating** – communicating the vital importance of the heritage crafts to government, key agencies and organisations.
- **Celebrating** – raising awareness and raising the status of heritage craft skills with the wider public through a programme of public relations, communications and showcase events.
- **Safeguarding** – working in partnership with key agencies in the education and learning sectors to identify and support new and innovative ways to ensure that the highest standard of heritage skills are passed from one generation to the next and where necessary recorded for posterity.
- **Supporting** – to support heritage crafts through a range of means, including advice, networking, training and access to public and private funding.

Equal Opportunities Policy

Statement of policies and aims

The Heritage Crafts Association (HCA) is committed to providing equal opportunities for everyone that uses its services – including its Trustees, staff, volunteers, members and supporters. It aims to ensure that traditional heritage crafts are protected and enjoyed by the whole of the UK population, regardless of their background or identity, and to provide equality of opportunity in helping to make this happen.

The HCA will actively fulfil its legal duties not to discriminate as a service provider and as an employer. It aims to go further than legislative compliance and make equality, fairness and diversity an integral part of everything it does. It opposes all forms of unlawful and unfair direct or indirect discrimination.

The HCA recognises that, because of discrimination, particular individuals and groups may be wary of using the services of an organisation which is not run exclusively for and by their communities or groups. It will therefore aim to provide a welcoming, non-discriminatory service and encourage any such individuals and groups to use the HCA as a resource.

Commitments

- It is the policy of the HCA to treat all staff, volunteers and job applicants fairly and equally regardless of their sex, gender re-assignment, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religious belief, age, mental health status, HIV status, disability, class or union membership status, *perceived* or otherwise.
- The Policy also includes those *associated* with the above characteristics.
- No requirement or condition will be imposed without justification which could disadvantage individuals directly or indirectly purely on any of the above characteristics.
- The HCA will regularly review its recruitment procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.
- The HCA will monitor progress on improving the openness of events and recruitment, participants and applicants will be asked to provide information relating to equality issues. The information collected will be presented only in collated form and not attributable to any one individual.
- The HCA will create a working environment for staff and volunteers free from discrimination, harassment, victimisation and bullying in which individual differences and the contributions of all its staff and volunteers are recognised and valued.
- The HCA will enable staff and volunteers to ask questions and develop their knowledge of equality and diversity issues.
- For public events, the HCA will use accessible venues whenever possible. For such events, reasonable steps will be taken to address barriers which may prevent attendance associated with any of the above characteristics.
- The HCA will make all its written material available as plain text as requested to meet individuals' particular access needs. It will strive to represent social and cultural diversity in its representations of heritage crafts and craftspeople.

Responsibilities

The overall responsibility for the Policy lies with the Trustees. However, all staff and volunteers are required to comply with the Policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity. Any act of discrimination by staff or volunteers, or any failure to comply with the terms of the Policy will result in disciplinary action.

The Trustees are responsible for updating this Policy on a regular basis, and particularly in response to changes in the charity or in the make-up of its users.

Date policy last reviewed by the Trustees: September 2017

Date policy due for review: September 2018