



CAPITAL PROJECT MANAGER RECRUITMENT PACK SEPTEMBER 2026



Ensemble Festival
2026
Ph: Sarah Hickson



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**ARTS COUNCIL
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About Certain Blacks

Certain Blacks is a diverse-led arts development organisation based in Newham, East London. The company supports diverse artists from many cultural, socio-economic, and ethnic backgrounds, with varied life experiences and choices. The company produces two annual festivals, plus pop-up and partnership events, across a range of art forms, including live art, music, theatre, circus, and digital. Long-term relationships with artists and arts organisations, venues, festivals, and promoters are core to the company's mission of securing lasting investment in diverse work for touring and performance in the UK and beyond.

Certain Blacks is a Company Limited by Guarantee; its non-profit objectives are:

- **Support the creative development and promotion of diverse artists.**
- **Challenge assumptions about their work and the audiences that see it.**
- **Support and develop platforms where diverse work can be experienced, including outdoor festivals, regional and national venues, and digital platforms.**

In April 2023, Certain Blacks became an Arts Council England's National Portfolio Organisation and will receive regular funding until March 2028. The organisation is part of the artistic directorate of Without Walls, a national commissioning network for outdoor arts and regularly works in partnership with the Royal Docks and the London Borough of Newham.

Further information can be found at www.certainblacks.com

CAPITAL PROJECT MANAGER

Job title: Capital Project Manager

Location: Hybrid. Based in the Certain Blacks Office at Unit 16d, The Factory, 5A and 5Pt Thameside Ind Estate, Factory Road, E16 2HB, London, with the possibility of remote work and weekends/evenings as necessary

Contract Type: Fixed-Term Freelance Contract

Contract Duration: 24 Months

Project Fee: £8,000 (inclusive of all expenses and VAT)

Reports to: Artistic Director and General Manager

Application deadline: 26th October 2026, at 10:00 am

First round of interviews: w/c 2nd of November 2026

Second round of interviews: w/c 9th of November 2026

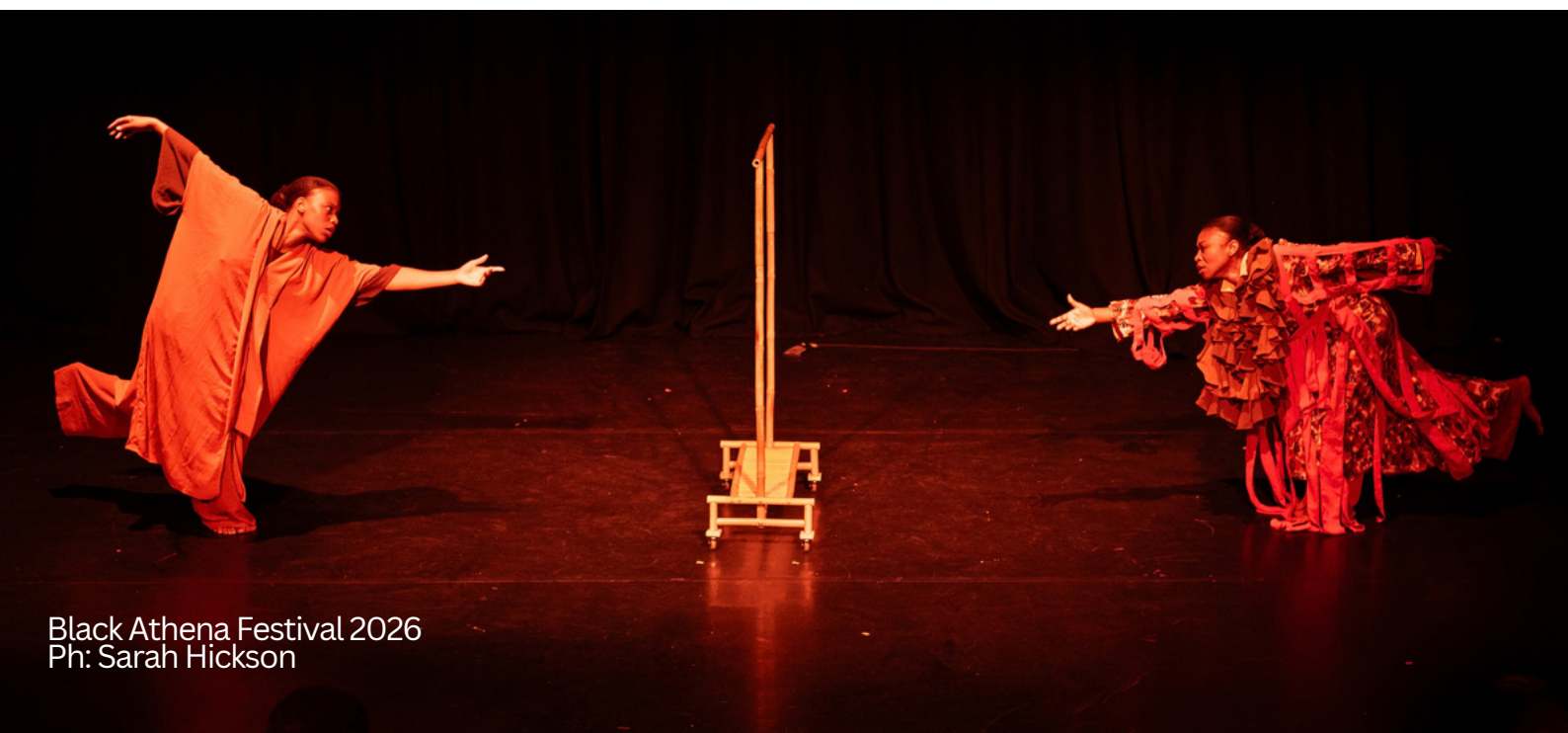
Start Date: 16th November 2026

ABOUT THE ROLE

Following the award of Capital Funding from ACE's Future Foundation Fund, Certain Blacks is seeking an experienced and highly organised Project Manager to oversee the delivery, administration and reporting requirements of our Creative Foundations Fund project supported by Arts Council England.

The successful candidate will provide strategic and operational management across the two-year programme, ensuring that project objectives, timelines, budgets and reporting requirements are met. Working closely with senior leadership, consultants, contractors and stakeholders, the Project Manager will support the successful delivery of capital, organisational development and sustainability outcomes associated with the project.

This is an excellent opportunity for a freelance arts professional with strong project management skills and experience of Arts Council England-funded programmes.



KEY RESPONSIBILITIES

Capital Project Management

- Recommendations for equipment within the scope of the Capital Programme
- Obtain quotes and tenders from suppliers of equipment for the programme, including production equipment, transit van and other equipment.
- Support the purchase of equipment in line with Certain Blacks procurement policy.
- Support the Artistic Director in providing quarterly reports for Arts Council England, including project updates, cash flow and costed risks for the project.

Project Planning and Delivery:

- Develop and maintain a detailed project plan and delivery schedule.
- Coordinate all project activities, milestones and deadlines.
- Monitor progress against agreed outcomes and key performance indicators.
- Ensure project delivery aligns with Arts Council England requirements and organisational objectives.
- Identify risks and implement mitigation strategies.

Financial Management

- Monitor project expenditure against budget allocations.
- Work with the senior management team to track costs and maintain financial records.
- Support procurement processes and contractor management where required.
- Prepare financial updates and supporting documentation for funders.

Stakeholder Management

- Act as a key point of contact for project partners, consultants and suppliers.
- Schedule and coordinate project meetings.
- Maintain positive relationships with Arts Council England and other stakeholders.
- Support communications and dissemination of project achievements.

Monitoring, Evaluation and Reporting

- Develop systems for collecting project data and evidence.
- Prepare progress reports, evaluation materials and final project reports.
- Ensure all monitoring requirements are completed accurately and on time.
- Maintain project records and documentation in accordance with organisational policies.

Governance and Compliance

- Ensure compliance with contractual, legal and funding requirements.
- Support reporting to the Board and senior management team.
- Maintain records relating to procurement, health and safety, equality, diversity and inclusion, and environmental sustainability.



PERSON SPECIFICATION

Essential

- Proven experience managing arts, cultural or heritage projects.
- Experience managing capital or infrastructure-related projects.
- Excellent project planning, management and organisational skills.
- Experience managing budgets and monitoring expenditure.
- Strong written communication and report-writing abilities.
- Ability to manage multiple priorities and meet deadlines.
- Excellent stakeholder management and interpersonal skills.
- Commitment to equality, diversity, inclusion and cultural participation.
- Understanding of environmental sustainability within arts and cultural organisations.
- Understanding of access within arts and cultural organisations.
- Experience of touring outdoor work or working at outdoor festivals.
- Full, clean UK driving licence

Desirable

- Knowledge of governance and compliance within the cultural sector.
- Experience working with freelancers, contractors and external consultants.
- Understanding of Arts Council England funding programmes and reporting requirements.
- Knowledge and experience working in environmental sustainability, particularly with vehicles and equipment.



HOW TO APPLY

1. Please send your application via email to info@certainblacks.com with:

- A detailed CV (no more than two A4 pages) with relevant experience in relation to the job description.
- A letter of intention (no more than two A4 pages) detailing your relevant experience and skills, responding to the criteria listed in the person specification and job description duties.
- OR a video application responding to the criteria listed in the person specification and job description duties (no longer than 3 minutes).
- Names and contact details of two referees. They will not be contacted without permission from the candidate.
- Please add "Capital Project Manager application" and your name to the subject line of your email.

2. Please fill out our [Equal Opportunities Monitoring Form](https://forms.gle/uoYqVQxDvx7rfTDa9): <https://forms.gle/uoYqVQxDvx7rfTDa9>



ABOUT OUR RECRUITMENT PRACTICE

Certain Blacks is committed to being a truly inclusive organisation – from our Board and team members to our audience and participants. We treat all job applications equally, regardless of race, age, disability, gender identity or gender expression, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic. We particularly encourage applications from groups who are underrepresented in the cultural sector, including working-class people, disabled people, and people from Global Majority backgrounds.

Our organisation has a flexible and adaptive environment that allows our small, dedicated team to flourish. We are open to discussing the possibility of remote working, flexible start and finish times. We will explore this with candidates at the interview stage.

As a Disability Confident Committed employer, Certain Blacks will offer an interview to all disabled applicants who meet the essential criteria.





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