



Job Description

Job Title: Project Manager / Producer – *IOU at 50*

Project: *IOU at 50 – Building the North's Hidden Super City*

Location: IOU Creation Centre, Dean Clough, Halifax, with some work in Hebden Bridge.

Contract: Fixed-term (18 months with a potential for extension)

Hours: Full-time

Salary: £30,000–£35,000 per annum (dependent on experience)

Application Deadline: Monday 14 July 2025

Interview Dates: W/C Monday 28 July 2025

Start Date: Immediately or 1 September 2025 (or before)



About IOU at 50

IOU has been awarded the National Lottery Heritage Fund to deliver *IOU at 50*—a two-year heritage and exhibition programme celebrating five decades of IOU's pioneering work in experimental art, theatre, and performance.

This landmark project will:

- Preserve and digitise 50 years of creative and archival materials and develop a public Archive Room at Dean Clough.
- Collect, share and archive oral histories from artists, sector leaders and audiences.
- Deliver a major 12-month exhibition and related artist commissions.
- Deliver a 12-month interactive retrospective exhibition and new artist commissions showcasing IOU's legacy and future vision from September 2026-September 2027
- Deliver heritage engagement workshops, talks, and a volunteer programme.
- Launch a legacy publication and touring elements nationally.

The project forms a central part of IOU's Creation Centre vision, which blends art, heritage, engineering, and community engagement.

Role Summary

IOU is seeking an experienced, highly organised Project Manager / Producer to lead the successful delivery of *IOU at 50*. This is a key leadership role that works closely with the Creative Director and wider IOU team. You will coordinate across all elements of the project: heritage conservation, creative production, volunteer engagement, evaluation, and stakeholder management.

Key Responsibilities

1. Project & Programme Management

- Lead the day-to-day delivery of *IOU at 50*, ensuring milestones, outcomes and outputs are achieved on time and on budget.
- Catalogue and archive 50 years of IOU's materials.
- Produce a heritage publication and exhibitions.
- Deliver workshops, oral history sessions, artist residencies, and open calls.
- Commission and support artists to respond to the IOU heritage collection.
- Produce and launch a large-scale 12 month exhibition and publication.
- Manage a diverse project team including archivists, artists, marketing, designers, facilitators, and volunteers.
- Monitor risks, track delivery plans and prepare detailed progress reports.

2. Archive & Heritage Delivery

- Work with cataloguers (volunteers to be trained), IOU's former Artistic Director, carrying out initial archiving, PhD researcher, and University of Huddersfield to digitise and preserve IOU's archive.
- Coordinate oral history collection, ensuring broad community and artistic participation.
- Oversee archive room development and digital integration with IOU's website.

3. Creative Programming

Work with the Creative Director and IOU Marketing Manager and team to:

- Commission artists for new work inspired by IOU's legacy.
- Produce exhibitions, residencies, and an artist-led publication
- Plan and execute launch events for the publication and exhibitions
- Collaborate with the Marketing Manager to maximise reach and engagement

4. Community Engagement & Volunteers

- With the IOU Produce and Marketing Manager, lead the design and delivery of a volunteer recruitment and training programme to support archiving, oral history collection, and event delivery
- Ensure workshops and outreach activities engage a wide range of audiences, with an emphasis on inclusivity and access

6. Partnerships & Stakeholder Relations

- Liaise with key partners including the University of Huddersfield, Heritage Quay, National Science and Media Museum, Dean Clough and Calderdale Council.
- Secure new potential exhibition presentation partners.
- Act as a main point of contact for NLHF reporting and communication.

- Represent IOU at sector and public events as required.

7. Financial & Funding Oversight

- Manage project budget in collaboration with CEO and Finance Officer.
- Track and prepare financial reports for Heritage Fund and partners.
- Identify and support additional fundraising opportunities if required.

8. Monitoring, Evaluation & Reporting

- Design and implement a robust evaluation framework with IOU's Marketing Manager.
- Monitor impact, diversity, and access across all strands of the project.
- Prepare regular internal and external reports on project outcomes and learning.

Person Specification

Essential

- Proven experience managing cultural or heritage projects.
- Strong knowledge of arts/heritage archiving and community engagement.
- Confident working across creative, technical, and administrative teams.
- Excellent project planning, coordination and budgeting skills.
- Strong communication and stakeholder management skills.
- Commitment to access, equality, environmental sustainability and safeguarding.

Desirable

- Experience with National Lottery Heritage Fund or similar funders.
- Understanding of experimental or interdisciplinary arts practice.
- Interest in placemaking, local heritage, or community history.
- Knowledge of the cultural landscape of West Yorkshire or the North.

Background Information

For IOU history visit our [timeline](#)

Previous academic research can be found [here](#).

Employment Details

Hours: Full time

Salary: £30,000–£35,000 per annum (dependent on experience)

Benefits: Pension

Location: IOU Creation Centre, Dean Clough, Halifax and other locations

Start: August 2025

To Apply

Fill out an online application form [HERE](#)

Deadline: Monday 14 July 2025

Interview: W/C Monday 28 July 2025

Start: Immediately or by 1 September 2025

Any queries, email: recruitment@ioutheatre.org

For Reference the IOU at 50 Draft Project Plan

June 2025-July 2027	Recruit an HLF Project Manager
June 2025-July 2025	Induct PhD Student
June 2025-June 2025	In-house Heritage Collection Management Brief agreed for IOU former Artistic Director
June 2025-June 2026	Cataloguing IOU's Archive begins
June 2025-June 2028	Phd Student - Supporting the former Artistic Director acting as Collections Manager in archiving 50 years of productions, photos, and videos
Aug 2025-Sept 2025	Induct the IOU at 50 Project Manager: Assign 5 days a week for 18 months for the Project Manager to manage all outputs of the project.
Aug 2025-Mar 2027	Marketing campaigns and digital outreach
August 2025-September 2025	Recruit 1 x Heritage Stories Collection Facilitator: To collect oral histories (x10), Collect shorter stories and memories (x50) for online portal and story map.
August 2025-September 2025	Recruit 1 x Heritage Workshop Facilitator: To coordinate workshops for 10 community groups/year for two years.
Sept 2025-March 2027	Designing and delivering evaluation processes.
Sept 2025-May 2026	Repairing and Conservation: Photos, films, and objects for digital and physical presentation (20 props,150 photos/videos).
Sept 2025-Aug 2026	Heritage management facilitation: Collecting IOU heritage stories and memories: Oral histories, shorter stories and sound bites and map the impact.
Sept 2025-Aug 2027	Heritage management facilitation: Collecting an additional 50 crowdsourced short stories and memories.
Sept 2025-Aug 2027	Heritage management facilitation: Running 20 community heritage workshops with 4 commissioned artists and 400 participants over two years.
Sept 2025-August 2027	Purchase heritage engagement workshop resources.
September 2025-September 2028	Volunteer programme: promoting 10 opportunities annually for heritage activities (digitising, repairs, community engagement). Shadowing the creative team on repairing props and objects, working with the community to obtain heritage stories and providing volunteer support for events in a front of house capacity including supporting evaluation.
Oct 2025-April 2026	Website development: creating a searchable heritage archive online, producing an online and offline publication.
November 2025-December 2026	Open call for 4 artist residencies to respond to IOU's heritage collection and engage 2,000 audiences/year (200 workshop

	participants/year).
January 2026-March 2026	Archive Room: Storage and filing solutions, specifications and purchases.
January 2026-Feb 2026	Open Call Artist No. 1 Residency
March 2026-April 2026	Open Call Artist No. 2 Residency
May 2026-June 2026	Open Call Artist No. 3 Residency
July 2026- Aug 2026	Open Call Artist No. 4 Residency
May 2026-Aug 2026	Publication No 1: Production of a physical and digital catalogue documenting 50 years of IOU productions and its cultural impact.
Aug 2026-Sept 2026	All artists: Using IOU Space for finalising their art projects for the installation
Aug 2026-Sept 2026	Heritage Archive Exhibition installation by all artists and IOU team
Sept 2026-Sept 2027	Heritage Exhibition & Final Showcase A major outcome will be a large-scale retrospective and future looking exhibition featuring: Repurposed key props and sculptures from IOU's five-decade history. Newly commissioned works inspired by IOU's archive, bringing past stories to life for the 50th anniversary, including community engagement. A physical interactive timeline connecting past, present, and future artists, developing creative exchange and public engagement.
Sept 2026-July 2027	Workshops and Engagement: 8 x Facilitated workshops, oral history collection, crowdsourced story collection, artist talks and community tours.
October 2026-Aug 2027	Evaluation: Qualitative and Quantitative Evaluation
Sept 2026-April 2028	Publication 2: PhD Student researches and produces an embedded publication for academics and audiences.
Sept 2026-September 2028	Digitising the collection: Continuous digitising of the collection making it accessible.

IOU is committed to equality, diversity and inclusion in the workplace. We encourage applications from people of all backgrounds, identities, and lived experiences.

IOU Charity no. 273527. Company no.1303657

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