



Project / Content Manager (Self-Employed) Web Development Project, IMMA

IMMA, the Irish Museum of Modern Art, seeks the services of a suitably qualified self-employed Project / Content Manager to internally project manage IMMA's new web development. This is a great opportunity to work with a cross-functional team to deliver a world-class digital project for the arts and cultural sector in Ireland.

Description of Service Required

Reporting to the Head of Audiences and Development, the self-employed Project / Content Manager plays an important part in planning, coordinating and delivering the internal content and structures required by the project within the agreed time and cost. You will ultimately be responsible for the overall delivery of the content for the website to the design company within the specified six month timeline. It is not anticipated that this service will be delivered in a full time capacity. Depending on the supplier it may require a commitment of 10-20hours per week. Please see details of the specific requirements below.

Application details

If you are interested in providing the services outlined above, and meet the requirements outlined below, please send a copy of your CV with a cover letter and a Service Quotation to digital@imma.ie **before midnight on Mon 16 April 2018**.

Suppliers should demonstrate in the cover letter how they are able to meet the requirements of the Service as listed below. They should provide two examples of similar projects to IMMA and appropriate references.

Contract will commence as soon as possible, but no later than week commencing 30 April 2018. Contract will run until end of October 2018. It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. IMMA may undertake not to consider quotations received after that time.

All quotations must be presented as a fixed service fee, inclusive of Income Tax and any associated expenses. It is desirable to include a Tax Clearance certificate or your PPSN with your quotation so tax clearance can be confirmed. No contract will be issued without same. Please include indicative daily and weekly rates in your quotation, in addition to the overall quotation for this service. The contractor will be required to provide invoices in respect of the rate. The contractor is responsible for his/her own income tax, social welfare contributions and any other levies required by law.

IMMA are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract. Where applicable, Value Added Tax (VAT) should be shown separately and the VAT registration number given. Please note that a single individual is preferred over an agency response.

Evaluation Criteria - Scoring

The quotation will be evaluated using the following criteria and weightings:

Evaluation Criteria	Weighting
Price	50%
Suitability of Supplier Experience	50%

Specific Requirements of the Service and Key Accountabilities

Project Management

Acts as the project manager for the client IMMA in liaison with the project manager of the external web development agency to successfully deliver the project. Acting on behalf of the client IMMA, you will be the go-to person for the agency to deliver project requirements including:

- The development of detailed project plans, tasks scheduling and content management.
- The re-purposing of existing internal content
- The creation/commissioning of new content
- Inputting of content via the CMS / Wordpress

Relationship Management

Builds and maintains relationships with key stakeholders – Head of Audiences & Development, Communications Team and the IMMA Cross-functional Digital Team to co-ordinate content and digital assets across the museum and to liaise effectively with an external web design agency to deliver a new website for IMMA.

Communication

Effectively communicates relevant project information and updates to internal staff and external design team. Resolves and/or escalates potential issues in a timely fashion.

Desirable Qualifications / or Experience

- Minimum degree qualified in Business, Digital or Technology. Post-graduate qualification and/or relevant project management certifications an advantage.
- Project Management experience: 1-3 years' experience in the planning and delivery of Web projects with a 6-12 month duration.
- Demonstrable experience of project delivery in an IT context, with strong, proven, team management skills a requirement.
- Familiarity with Content Management systems. Familiarity with Wordpress an advantage.
- Track record in the on-time, on-budget delivery of projects within the software/web development, systems integration and/or IT consulting / service industries.
- Good client management experience with strong skills in high level and detailed planning, organising, budgeting, problem solving and scheduling experience
- Knowledge of the Google productivity suite (Drive, Docs etc)

Skills, competencies and/or knowledge

Professional Knowledge

- Tech-savvy with an in-depth understanding of digital technologies and the web.
- Demonstrable business analysis, requirements gathering and documentation skills and ability to work with technical team to translate requirements into technical tasks
- Experience in content-based digital development projects an advantage.
- Experience creating and delivering Content Management Plans an advantage.
- Although not essential, expertise in project management platforms an advantage (such as Basecamp)

- Experience of working with arts, culture and/or public sector clients an advantage.
- Knowledge of the conventions of art photography, art captioning and video an advantage.

Leadership, Direction and Team Work

- Excellent communications and influencing skills with the ability to interact up to senior management level a requirement a requirement.
- People and team management skill essential.
- Experience of managing cross- disciplinary teams, and particular experience in dealing with team members with differing levels of digital knowledge and experience an advantage.

Skills

- You are extremely organised and comfortable managing ambitious timelines.
- You are self-motivated and can motivate those around you.
- You are a great communicator, comfortable researching, writing and implementing
- You can influence people and processes and have a persuasive personality
- You are a creative problem solver and can communicate solutions to design partners and to your own teams.
- You have empathy, patience and the ability to work successfully with people with varying levels of digital and web knowledge and/or experience.

Project Details

This work will be delivered through a contract for services and any prospective candidates must be registered as a sole trader or company and able to provide a tax clearance certificate. There is a fixed fee associated with delivery of this service which includes all tax, work expenses and any other related project expenses.

While occasional on-site work will be required the successful supplier will be required to provide their own computer and to predominantly work from their own office

It is anticipated that this scope of work will take 6 months to complete, working at an average rate of 10 - 20hours per week. Flexibility will be needed from the service provider to scale hours accordingly with the project needs and stages. The supplier will predominantly work offsite and is required to provide their own office / computer etc.

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