



## ***Exploring Polish heritage through storytelling, folklore and craft***

### **CPP Hounslow**

### **Project Manager Brief**

We are looking for an experienced project manager to lead the development of a creative project that will run from Feb-Sept 2025. The project will work closely with Hounslow's Polish communities and the Project Manager must be able to speak fluent English and Polish.

The project will explore the role of storytelling, folklore and craft in understanding Polish heritage in the UK through a series of postcards that will provoke the idea of story telling and memories as we invite participants to attend public workshops to explore this theme. The project will also involve an artist commission who will be responding to the project theme and the outputs and discussion generated through the workshops.

This brief has been devised in consultation with leaders in Hounslow's Polish community and the project should be developed in collaboration with the community wherever possible.

#### **Context**

CPP Hounslow aims to increase engagement with arts and culture across the borough of Hounslow. We have a particular focus on increasing engagement amongst Hounslow's significant Polish communities, as a group identified as having less engagement with our arts and culture programme. We are aiming to amplify this work by connecting with the UK-Poland Season, being led by the British Council & Adam Mickiewicz Institute, from March-November 2025 to raise the profile of the Polish community in Hounslow.

We will be celebrating Polish culture throughout our programming in 2025.

#### **Project aims**

- To engage in the UK-Poland cultural dialogue around addressing global challenges that is being sparked by the UK-Poland Season
- Create a shared project that can be engaged with by both the Polish and non-Polish communities in Hounslow
- Provide opportunities for Polish cultural leaders and the younger Polish community (16-24 year olds) to respond to and engage with global challenges through arts and culture

#### **Project Scope**

This project will explore how storytelling, folklore and traditional crafts provide a way for Polish communities in the UK to explore their Polish heritage; connect to Poland; each other and the potential for developing new stories, folklore and craft as Poles living in the UK.

It will have three elements:





**Creative  
People &  
Places**

1. Postcards: three postcards will be designed with 25,000 copies printed. The project manager will commission and lead the distribution of these postcards across the borough. The postcards will use questions and imagery to provoke the idea of story telling and memories, inviting the community in Hounslow - Polish and non-Polish - to respond to these provocations through social media, returning the postcards to CPP and/or attending craft workshops that will explore these questions through different mediums.
2. Workshops: the Project Manager will arrange a series of workshops in collaboration with the Polish community.
  - workshop 1 - sharing old craft methods together. This will be focused on engaging older Polish residents
  - workshop 2 - working together on a collective work based around one craft. This will be held at Polish Heritage Day Festival, engaging a wide range of participants including families - both Polish and non-Polish
  - workshop 3 - learning a new craft together. This will explore contemporary responses to craft and folklore, engaging younger Polish audiences to explore their relationships to heritage through craft and folklore

This will include commissioning local Polish craft artists to deliver the workshops and liaising with the lead artist on the project to ensure the workshops are tying in with the overarching theme of the project. The workshops will explore the question of what folklore and craft mean to Polish communities in the UK, introduce participants to Polish craft and also explore the role of traditional craft and folklore in addressing modern day global challenges.

3. Artist commission: a lead artist will be commissioned to work alongside, and engage with this project. The lead artist will design the postcard prompts and the output and discussion generated through the workshops and postcards will inform the lead artist's work and similarly the lead artist's own proposal will inform the development of these sessions.

The Project Manager should work collaboratively with a range of stakeholders including the lead artist, the local Polish community, local Polish craft artists and the wider CPP team, in particular, the Visual Arts Producer.

The postcards and output from the workshops will be exhibited alongside the artist's work across the five CPP community gallery spaces.

### **Responsibilities:**

- Lead the management of the project timeline and scheduling
- Manage contracting of a lead artist and multiple local artist facilitators
- Work collaboratively with the Polish community and Polish community leaders to arrange, develop and publicise the three workshops
- Deliver a large, complex creative project that explores the theme of this brief



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- Distribute postcards throughout the borough through attending events and engaging with the Polish community
- Work closely with the Visual Arts Producer to produce exhibitions at CPP Hounslow's five community gallery spaces
- Co-ordinate the data collection, monitoring and evaluation required

#### **What we are looking for:**

- Demonstrable Project Management experience
- An organised and pro-active person who can confidently manage the planning and timelines of this project
- Experience working with multiple stakeholders to achieve a shared goal
- A strong facilitator, experienced in delivering collaborative, creative workshops with a range of communities
- Fluency in Polish and English language
- Experience working in creative, arts based settings
- Experience working with and commissioning artists
- Experience evaluating and reporting on projects
- The selected artist will hold Public Liability Insurance to the minimum value of £5M

#### **Fee**

This project will require up to 20 days work across Feb-Aug 2025 at a day rate of £200. The days can be worked flexibly to suit the successful candidate whilst ensuring the project outcomes are met.

The project manager will be supported by the CPP Programme Manager and will work closely with the wider CPP team.

#### **Schedule**

- Application deadline: 9am, 17th February 2025
- Successful candidate confirmed: w/c 24th February
- Postcards design, print & distribution: March
- Workshops: March-May
- Exhibition launch: Aug

#### **Apply**

To apply, please send:

- CV
- A short cover letter explaining how you meet the requirements in this Job Description

To [lily@watermans.org.uk](mailto:lily@watermans.org.uk)

**Deadline:** 9am, 17th February 2025



If you have any questions or would prefer to apply in another format, please contact [lily@watermans.org.uk](mailto:lily@watermans.org.uk)

We're looking to start this project as soon as possible. Therefore, applications will be reviewed on a rolling basis and the application process may end early if a suitable candidate is found.



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