

Programme Manager, Ark Culture

Contract: Fixed Term (April–October 2026, Six months)

Reports to: Head of Creative and Extended Curriculum

Location: West London, operating an agile working policy with two core office days (Monday and Thursday) Travel to schools in Portsmouth and Birmingham will be required.

Working Pattern: Part Time (0.7–0.8 FTE)

Full-time Salary: £40,000–£45,000 (dependent on experience)

About the Role

This is an exciting opportunity to lead and deliver a programme of high quality cultural education across art, dance, drama and design for the 39 schools in the Ark Network. The programme aims to ensure all pupils experience great cultural education, and this role will play a key part in delivering partnership projects across schools in Birmingham and Portsmouth, as well as contributing to networkwide initiatives.

We are seeking a highly skilled and organised project manager with experience producing performance opportunities and working confidently with a wide range of stakeholders. You will demonstrate an understanding of both school environments and the cultural sector, and be able to communicate effectively with colleagues in each. Strong budget management, timeline oversight, and a commitment to inclusive practice are essential to ensuring all children can access and benefit from our cultural offer.

This is a temporary role to cover a staff secondment.

Key Responsibilities

During the six-month period you will:

Programme Delivery & Partnerships

- Lead and produce a cross-arts performance involving three schools at the New Theatre Royal in Portsmouth.
- Manage the partnership between Ikon Gallery and Ark's Birmingham schools, overseeing in-school arts activity and the delivery of a cross-school exhibition.
- Support ongoing cultural partnerships with schools, including Ark Kings' Year 6 show.

Network Leadership & Collaboration

- Lead the Ark Drama Teachers Network, coordinating CPD opportunities and cross-school events.
- Share cultural education opportunities across the wider network.

Project Management

- Manage project budgets, schedules, and logistics to ensure successful delivery.
- Build and maintain strong relationships with partners, teachers, school leaders and cultural organisations.

Evaluation, Communications & Fundraising

- Lead programme-wide data and evidence collection for evaluation purposes.
- Provide accurate and timely information to communications and fundraising colleagues to support storytelling, reporting and funding bids.

Personal Specification

- Proven experience in project or programme management, ideally within arts, cultural or education settings.
- Experience delivering performances or artistic programmes with young people.
- Strong stakeholder management skills and the ability to work across multiple schools and cultural partners.
- Understanding of school environments and awareness of the cultural sector.
- Confidence managing budgets, timelines, and logistics.
- A clear commitment to inclusion and ensuring that all children can access cultural learning opportunities.