



## **PHOENIX CINEMA TRUST CENTENARY RESTORATION PROJECT**

**Job Title: Capital Works Project Manager**

**Responsible to:** Chief Executive

**Working with:** Architect, Quantity Surveyor, Other professional appointments, Trustees, Main Contractor

### **Overview**

The Phoenix Cinema Trust is embarking on its 'Centenary Restoration Project' to completely transform the Grade II listed building on North London. The project has two elements, capital build and activities. The capital work will restore the cinema to its 1930s glory and create a stunning café-bar over-looking the high street. The activities will engage more people with the heritage of the Phoenix and increase audience's understanding of that heritage.

### **Key Duties**

**Preparing The Phoenix Cinema Trust for a major capital project**

To:

Understand project brief, objectives and scope of works

Managing progress to ensure that the project is delivered according to the programme and to the budget;

Represent the interest of the client, understanding operational issues;

Provide independent professional advice;

Over see appointment of main building contractor;

Liaise with and supervising the work of the other professionals involved in the project;

Manage any changes that occur as the project develops;

Make sure the aims of the project are met;

Ensure that quality standards are adhered to;

Maintain records of expenditure, accounting, costing and billing.

Maintain regular communication with the members of the project team;

Ensure all necessary health and safety procedures are in place.

### **Administration**

Carry out all necessary administration to ensure the smooth running of the above.

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**THE PHOENIX: PROJECTING THE INDEPENDENT SPIRIT SINCE 1910**  
**Patrons: Mike Leigh Maureen Lipman Ken Loach Michael Palin Bill Paterson Victoria Wood**

*"The best single screen cinema in London", Time Out*  
*"My idea of heaven." Mark Kermode*

### **Terms and conditions**

Fee £8,500. Short term contract. Freelance

Hours There is a degree of flexibility in hours depending on which tasks need to be completed in any given week.

Other This is a nine-month role, commencing in October 2009 with expected completion date of July 2010.

### **Key Skills & experience**

You should have an experienced track record of project managing capital works programmes.

Experience on a heritage site and / or cinema would be a distinct advantage.

You should have experience working with funders from the public sector.

You should be enthusiastic and bring ideas and energy to the role.

You should have excellent organisation, and communication skills.

Specific experience with capital works programmes for an arts organisation would be a distinct advantage.

### **Application**

By covering letter and CV before 5pm on Friday 18<sup>th</sup> September to [info@phoenixcinema.co.uk](mailto:info@phoenixcinema.co.uk) or by post to:

The Chief Executive  
Phoenix Cinema Trust  
52, High Road  
London  
N2 9PJ

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