**Project Management Service: Contract Description**

**Contract:** 6 months (starting immediately)

**Contract value:** £3,000

**Closing date:** 12th May, midday

**Background:**

Liskeard Arts and Media Body (LAMB) is being set up to deliver exciting and innovative media products, created for and with the local community. It will produce a regular high quality print publication and website with news stories and information about Liskeard plus a wider range of one-off pieces of media all focused on connecting and promoting the town and involving local people in the production.

**Outcomes to be achieved:**

We are seeking the services of an individual or organisation with the experience, drive and local connections to coordinate all content and design for the creation of LAMB media products. These include the ‘Your Liskeard’ website and a quarterly publication. This work will initially be limited to a 6 month period with the aspiration that it will continue longer term as the agency is up and running.

Specifically the work will cover:

* Building on existing relationships with local residents, organisations and other stakeholders to discover quality, locally rooted and interesting media content
* Drawing together copy and design to feed content to project teams for use in creation of media products (website, publication, special projects)
* Establishing and coordinating work plan between project teams, interns and other experts to ensure media products are completed to timeframes
* Coordinating regular meetings and facilitating good communication between LAMB partners and project teams
* Tracking project budgets and provide regular updates to LAMB partners
* Feeding advertising and content sponsorship opportunities to project teams to use in media products
* Having a flexible approach to work ensuring you are consistently available to meet demands and challenging deadlines
* Manage process of registering LAMB as community business (likely to be a Community Interest Company (CIC))
* Working with LAMB partners to establish distribution process for publication and other products when required

If you are interested in working with us please send us a single side of A4 summarising your relevant expertise and how you could meet our requirements. Please submit your response by midday on Friday 12 May to Yvette Hayward, Support Services Manager at Liskeard Town Council using office1@liskeard.gov.uk. Also use this email address to arrange to talk to us informally about either role before the deadline.