Envelope Room Job Advertisement

Title: Project Manager

Location: Home working with meetings and events in Glasgow and Edinburgh

Reports to: Envelope Room Steering Committee

Salary: £200 per day/ £15600

Hours: 78 days over an 18 month period.

This could be 1 day a week for 18 months but an approach to flexible working is needed to support and attend the delivery of Envelope Room events.

Role

An exciting opportunity has arisen for an experienced, motivated and passionate Project Manager, with experience of managing arts organisations, to join the Envelope Room team and support an ambitious programme of events, workshops, call out opportunities and festival.

The post is funded by Creative Scotland for 18 months beginning March 2026. The Project Manager will spend their time working alongside Envelope Room Steering Committee, and various partners.

About Envelope Room

The Envelope Room was set up in 2013 by two designers with the aim to support, promote and connect performance designers (including set, costume, lighting, sound and video designers) based and working in Scotland. The network has built a strong supportive community of designers and become a point of contact for other theatre professionals looking to engage with designers.

The Envelope Room supports, promotes and connects designers by running events and awarding bursaries for international travel to relevant industry events. The events are a

mixture of continued professional development opportunities, creative development, mentoring, networking and promotional opportunities. Over the last 13 years, the Envelope Room has been building connections with many Scottish based designers and other organisations across the UK and internationally.

The Envelope Room is a legally constituted organisation and registered as a Company Limited by Guarantee overseen by a Steering Committee of nine professional designers. The designers come from various disciplines and meet up to 6 times a year to discuss the network's direction, planning and events.

The Envelope Room's programme of events will take place throughout 2026 and part of 2027 and will include 14 events and one book publication in an 18 month period.

As the network has grown, the Steering Group have decided it would be beneficial to have a Project Manager in a part time position. This Project Manager will work with the Steering Committee to:

- Communicate to the Network
- Liaise and develop partnerships
- Manage budgets and reporting
- Managing the email account and social media presence
- Assist with Website updates
- Implement systems and processes to support the Steering Committee.

Core Duties & Responsibilities

- Project Planning & Delivery: Develop and oversee timelines, budgets, objectives of the Envelope Room's proposed programme of events and attend Steering Committee Meetings.
- Stakeholder & Artist Engagement: Liaise with the network, participants, and event partner organisations.
- Budget Management: Ensure financial efficiency, track expenses, and report on funding.

- Communications & Marketing: Support promotional efforts and network engagement strategies through our website, newsletter and social media.
- Risk & Compliance: Identify challenges and work with the Steering Committee to implement solutions.
- Monitoring & Reporting: Measure impact, gather feedback, and present project progress to the Steering Committee. Including Access, Safeguarding and EDI Policies of all activities.

Essential skills and experience:

- Proven track record of project management and managing events.
- Experience of managing schedules and workflows.
- A commitment to diversity and equality.
- Ability to develop strong working relationships and communication skills.
- A proven ability to work alone as well as part of a small team and to prioritise and organise your own workload.
- An ability to work to agreed targets and timeline and to monitor progress against an action plan.
- Strong IT and organisational skills.
- A proactive, flexible and open approach to work.
- Experience in active listening and responsive working practices.
- Knowledge of safeguarding.

Access:

Envelope Room actively encourages people from a variety of backgrounds, ethnicities, gender orientations and stories to join us and influence and develop our working practice. If you require specific access needs to facilitate your application, please get in touch with Rachel O'Neill with any queries. The project has a designated Access Budget, please get in touch as soon as possible if you require this application in other formats or if we can make this opportunity more accessible to you.

Application:

Applicants will be required to send:

- a Covering Letter, on no more than 1 side of A4, referring to the job description and specification, their relevant experience, qualifications and information as to why they believe they are the right person for the post and what they can bring to the project.
- CV's can also be sent but not compulsory.

Closing date for applications is 6pm Friday 20th February 2026

Only email applications will be accepted. Please email hello@enveloperoom.org.uk and include, '**Envelope Room Project Manager application'** in the subject bar.

Interviews:

Candidates will be notified by Friday 27th February 2026 if they are being invited to interview. We regret that we will be unable to give feedback to unsuccessful candidates for Stage 1 of the application process, however, those shortlisted for the interview will have the option to receive feedback if desired.

Interviews will take place on **Monday 9th March** Unfortunately, we will not be able to accommodate interviews on alternative days. The interview panel will consist of 3 members of the Envelope Room Steering Committee.