



MINISTRY OF STORIES

Freelance Project Manager - *The Story that Moves*

Ministry of Stories, on behalf of the Story Venues Cohort

Fee: Up to £15,200

Contract Dates: July 2026 to April 2027

Contract Hours: 21 hours per week (equivalent to 3 days per week)

Expression of Interest deadline: 9am, Friday 3rd July 2026

If you require a larger format copy of this role description, please contact us at rob@ministryofstories.org or call us on 020 7729 4159.

About the Story Venues Cohort

We are a group of eight 'Story Venues' – Alibi (Exeter), Discover (East London), Grimm & Co (Rotherham), Ministry of Stories (East London), The Reader (Liverpool), The Story Museum (Oxford), The Writers Block (Cornwall) and Z-Arts (Manchester). We are each rooted in our local communities and united by our commitment to empowering children and young people. We deliver immersive programmes, creative writing workshops, exhibitions, performances and community-led initiatives that engage over 380,000 children and young people each year.

The Story that Moves

The Story that Moves is an oversized spectacle of a story book that will tour our network of Story Venues, collecting story components from children, young people and families in a celebration of the National Year of Reading.

The book will be a large, specially commissioned artwork with sections enabling each venue to 'slot in' their contributions as the artwork tours and grows.

As the tour concludes, we will create a beautifully designed 'pick and mix' book for future readers to enjoy.

Alongside the touring artwork we will commission a film that tracks the journey of The Story that Moves around the country, celebrating the diversity of voices throughout the story building process, and capturing a national snapshot of young people's attitudes and enjoyment of reading, writing, and story making. The film will mark a celebration of the National Year of Reading, and serve as a legacy tool, showcasing the work of the Story Venue Cohort to support our partnership and ongoing work together.

Project Manager - The Role

The Story Venues wish to appoint a Project Manager to lead The Story that Moves. You will be responsible for the smooth running of the tour and associated activity - ensuring the planning and communication is in place to enable the partners to work effectively together to deliver the project. You will oversee the logistics of the tour itself, alongside the associated activity of a film documenting the project, a publication, and marketing and advocacy assets to support the ongoing work of the Story Venue cohort.

About the role:

The Project Manager will:

- Lead the planning and management of the tour, including the tour schedule and logistics of touring the artwork
- Liaise with partners to ensure 'activation activity' is planned and delivered in each location
- Lead the recruitment and contracting of key freelance roles, supported and overseen by the partners, to include: lead artist; film-maker; marketing and design team; PR support; publication designer; publication illustrator
- Lead the commissioning of marketing, communication and PR assets for the project and longer-term legacy, supported by the partners
- Manage the freelance film-maker, including co-ordinating their tour schedule

- Oversee the collation of content from partners, the design, production and distribution of the Story that Moves publication
- Convene and chair regular partner meetings of the Story Venue partners to plan, monitor and share learning across the programme
- Manage the project project budget, with support and oversight from the Director
- Oversee the project evaluation, including collating project evaluation materials from Story Venue partners
- Preparing project grant reporting

About You:

You will have:

- Strong and demonstrable track record of effective planning, scheduling and project management
- A commitment to providing children and young people with access to high quality arts and cultural experiences
- Excellent communication skills, and the ability to work effectively with a range of partners
- Experience of managing freelance contractors with different skills and specialisms
- Experience in managing project budgets
- Ability to problem solve, managing complex projects and a positive attitude
- An understanding and commitment to Diversity and Inclusion

Contract terms:

Dates:

July 2026 to April 2027

21 hours per week (equivalent to 3 days per week)

Fee:

Up to £15,200 - based on 9.5 months (FTE £32,000)

£369 per week

Expenses:

Up to £3,600 - budget for visits to partner venues (travel, accommodation and per diems)

Location:

Hybrid - option for in person and/or remote working.

Some in person working at Ministry of Stories, London will be required by agreement.

NB: Travel is required to visit all 8 Story Venues across England on at least one occasion each, to include overnight stay where required.

Contract subject to completing an Enhanced DBS Certificate

This project is funded and supported by Arts Council England

Next Steps

To apply, please send us:

- An expression of interest letter (no more than two sides of A4) to rob@ministryofstories.org that tells us why you are interested in the role, and the skills and experience you bring. Specifically, please outline how you meet the elements in the 'About You' section, including examples where relevant. Please also indicate your availability for starting the contract.
- a CV, professional biography or an up-to-date LinkedIn profile
- a completed [diversity monitoring form](#)

Deadline for expressions of interest: **9am, Friday 3rd July 2026.**

Interviews will take place on zoom on: **Tuesday 7th July 2026** (11:30 - 2:00pm).

For an informal discussion about the role, please contact rob@ministryofstories.org / 07967 714238.



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