

**Portland Sculpture & Quarry Trust  
Living Quarry Landscape - Isle of Portland  
Earth Heritage Project**

**JOB  
DESCRIPTION**

**Closing Date: 28 February 2007**

<b>Status:</b> Trust Employee <b>Salary:</b> £35,000 p.a. gross	<b>Designation:</b> Project Development Director post for 'Living Quarry Landscape - Isle of Portland, earth heritage project'
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**Details on the project can be found in Portland Sculpture & Quarry Trust's (PSQT) research and development report, MA/2/3006, at <http://www.mist.org.uk/section.c.htm> 'Independent Quarry - a new model for regeneration'.**

The project synopsis is:

*'A living landscape that expresses the unique identity of Portland's quarries and engages people in its changing ecological, geological and human stories and their place within the Jurassic Coast World Heritage Site'.*

**Job Purpose:** This is a new post responsible for raising funds to support and develop the Living Quarry Landscape project for Independent Quarry and the Drill Hall. This funding will contribute to and complement PSQT's overall funding mix, which includes earned income from education courses, commissions and grant aid in furtherance of the Trust's charitable objectives.

The first stage of development will comprise the reorientation of the entrance to the Drill Hall, moving this from the front of the building, so that people will enter directly overlooking a dramatic vista of the quarry below and the proposed amphitheatre. This will be the starting point for the geological walk through time where the fossil record is to be reinstated at the correct level of the original strata. The dramatic connection created between the amphitheatre and the Drill Hall will be the vertical quarried rock face itself, with the performance space creating the epicentre of a wider cultural landscape. This will become a viable economic catalyst contributing to regeneration on Portland at the heart of the Jurassic Coast.

**MAIN DUTIES**

- a) Follow up on existing funding bodies and new funding sources necessary to implement the first stage of plans for the regeneration of Independent Quarry and the Drill Hall, as a key cultural venue within the World Heritage Coast. *This unique site will engage with the arts, earth sciences, ecology and culture, with plans already developed for innovative designs to create a new landscape for the 21<sup>st</sup> Century, providing sustainable after-uses for creative, leisure, interpretation and education.* The first stage of development will comprise the 'Threshold of Time' and Amphitheatre/performance space within the quarry. Albion Stone plc has already begun to create the new landform, drawn up by the Trust's landscape architect, which will accommodate the amphitheatre /performance space, with the Threshold of Time as a new build extension to connect the Drill Hall and Independent Quarry.

- b) Develop a viable framework to implement the existing action plan, as funding permits.
- c) In association with the Creative Director and Company Secretary, ensure that the Portland Sculpture and Quarry Trust (PSQT) remains a financially secure and sustainable organisation in the long term.
- d) Assess the existing and potential strategic regional role of PSQT, particularly in terms of arts, heritage, environment, community, and education provision.
- e) Represent to consultants (designers/QS/business planning etc.) the instructions and views of the Creative Director, who has responsibility as Client Representative (for PSQT as client), and report back to the Creative Director as appropriate.
- f) Engage with stakeholders, funding streams and community development organisations participating in the project (broadening the existing community involvement).

**Responsible for:** Trust Administrator, Project Steering Group members and certain other paid posts (to be implemented in the future).

**Responsible to:** Trust's Board of Directors by way of Creative Director.

**RESPONSIBILITIES:**

**The focus of the one-year contract<sup>1</sup> will be to:**

**1. Take forward and implement the first stage of the action plan for the new quarry landform and the Drill Hall**

- 1.1. meet targets and timescales in the action plan
- 1.2. in association with the Creative Director, define and monitor roles and responsibilities of the project, steering group members and certain other paid posts that might be appointed in the future

**Priorities during the one-year contract will be to:**

**2. Provide strategic planning, management and confirmation of funding to implement the first stage of the project**

- 2.1 in doing so, to advise and make recommendations to the Board of Trustees and the Creative Director
- 2.2 take into account Draft Audience Development plan findings to be produced by an external planning consultant

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<sup>1</sup> *The post is initially for one year, supported by the Arts Council England South West and Dorset County Council World Heritage Coast. However there is already interest to support an extension for this post.*

**3. Manage the project budgets in conjunction with the General Manager and Administrator**

- 3.1 provide regular financial reports on the progress of fundraising to the Board of Trustees
- 3.2 provide regular project reports to the Board of Trustees
- 3.3 attend meetings of the Board of Trustees

**4. To be responsible for the delivery by an external consultant of a revised and updated Business Plan for PSQT**

- 4.1 devise and implement a fundraising plan in accordance with the fundraising strategy in the business plan, as necessary to keep the project on target
- 4.2 in doing so, to work in conjunction with the Administrator, Creative Director, General Manager and Business Planning Consultant
- 4.3 to write up, review and refine documents and plans for funding applications
- 4.4 fundraising plan to include revenue and capital aspects of the project

**5. To devise and implement a marketing strategy and PR campaign for the promotion of the project**

- 5.1 marketing strategy to be consistent with the business plan

**6. In discussion with the Creative Director develop useful contacts and maintain good relationships with:**

- Fundraising stakeholders
- Artists
- Local community
- Earth scientists, environment and community groups
- Stone industry
- Educational establishments
- Other relevant people and bodies

**7. Administer, convene and chair meetings of the project steering group**

- 8. Attend other meetings as required to represent the project,**  
e.g. Quarry Park Forum, Jurassic Coast Forum, Portland partnership.