



Image courtesy Tom Bird

Freelance Project Manager Art at HMP Aylesbury

Job Description and Application Pack

Closing Date: 9am, Tuesday 16 June 2026

Job Description

Post:	Freelance Project Manager, HMP Aylesbury (instructed by Ikon)
Salary:	Freelance Fee £19,000, including travel and expenses
Contract:	Freelance agreement, 12-month fixed term opportunity Part time, average two days per week, 95 days, July 2026–June 2027
Location:	HMP Aylesbury, Bierton Rd, Aylesbury, HP20 1EH
Reports to:	Prisons and Health Producer

Art at HMP Aylesbury

Ikon invites applicants for a Freelance Project Manager at HMP Aylesbury.

Produced by Ikon, *Art at HMP Aylesbury*, funded by [the Esmée Fairbairn Communities and Collections Fund](#), centres on a new ceramics studio within a male, Category C prison. Part of Ikon's Art in Prisons programme, this new project partners Ikon and HMP Aylesbury with Discover Bucks Museum (DBM). The project will tour DBM's nationally significant studio ceramics collection to the prison, with the new Artist in Residence working with prisoners and their families to co-create new work in response. Reporting to Ikon's Art in Prisons & Health Producer, the Freelance Project Manager will work with the Artist in Residence, DBM's Curator and prison staff. The team will establish a new studio facility in the prison, producing a programme of workshops for prisoners and their families. Work will be shared in exhibitions at the prison, Ikon and DBM. The residency will be produced in dialogue with prison **governors**, security staff and an Art Orderly, recruited from the prison community, **who** will assist with the day-to-day running of the studio. The Producer will oversee the project, including evaluation and work to build cultural partnerships in Buckinghamshire.

For the last 12 years, Ikon has managed numerous artist residencies in prisons including [Edmund Clark](#) (2014–2018), [Dean Kelland](#) (2019–2023), Jessica Ostrowicz (2025-6), Niki Gandy (2025-2026) and Simon J. Harris (2024-2026). In 2022, Ikon opened the Marie-Louise von Motesiczky Studio at HMP Grendon – a dedicated space for workshops, in painting, printing, photography and performance, and a changing programme of exhibitions, art historical and contemporary. The residencies run alongside a public programme of Ikon exhibitions, events and publications, providing a platform for public discourse on the role of art in criminal justice.

This new opportunity at HMP Aylesbury, funded by the Esmée Fairbairn Communities and Collections Fund, is for a Freelance Project Manager to lead on day-to-day management of the residency while working with the Ikon Producer and DBM Curator to evaluate the overall project.

The role is suited to an individual with experience of working with prison communities, ideally having worked in criminal justice settings, with strong organisational skills and project management experience.

Project Manager at HMP Aylesbury

Placing a professional artist at HMP Aylesbury offers prisoners insight into how to develop an artistic practice, as well as providing access to art and culture. The aims of the residency are as follows:

- Provide a space for progressive and experimental approaches to art education within a prison setting
- Expand Ikon's work in prisons, modelling cross-sectoral working across art, charity and criminal justice settings
- Introduce prisoners and their families to contemporary art practice

Person specification

We are seeking a Freelance Project Manager to lead on the day-to-day management of the residency in dialogue with Ikon's Producer, DBM's Curator and prison staff. The successful candidate will be an individual with experience of working in educational and/or secure settings with strong organisational skills and project management experience.

Over 12 months, a new Artist in Residence will deliver practical workshops, with support from the project Producer, Curator, Freelance Project Manager and a Prisoner Art Orderly on two set days per week in a new studio facility at the prison. The Artist in Residence will collaborate with the prison community and their families, including children, to make work in response to DBM's studio ceramics collection. Work produced will be exhibited in the prison, at DBM and Ikon throughout the course of the residency. The Freelance Project Manager will manage all aspects of delivery on site at HMP Aylesbury in dialogue with the Producer and prison management.

The Freelance Project Manager will:

- Undertake an induction, including anti-corruption, key holder and radio training, with HMPS staff
- Complete Ministry of Justice (MoJ) vetting processes
- Work with the Art in Prisons & Health Producer, Artist in Residence, Curator and Art Orderly to set up a new art studio within the prison grounds
- Support facilitation of twice-weekly workshops for prisoners to experiment with clay processes including using a kiln
- Support the Producer to organise exhibitions at HMP Aylesbury, DBM and Ikon
- Facilitate prisoner submissions to the annual Koestler Awards
- Work as part of a team, with the Artist in Residence, Producer, Curator and Prisoner Art Orderly, to schedule and communicate activity, order materials and set up facility, ensuring that the studio is kept clean and tidy
- Engage with the Governor, senior team and security staff at HMP Aylesbury, to ensure work is undertaken in accordance with prison procedure and the project's risk assessments
- Produce and update project risk assessments
- Support project evaluation in dialogue with the Producer

- Participate in Ikon's public programme, including talks, symposia and complementary activity in other prisons

Essential

- Project management in a visual art and/ or education context
- Experience of working with families and children and/or prison communities
- Psychologically prepared to deal with the demands that come from working in a prison environment
- Awareness of requirements for working in a secure setting
- Experience of completing risk assessments
- Highly organised, ability to prioritise workload, have a flexible and collaborative approach and work effectively under pressure
- Strong time-management skills with an ability to plan, anticipate requirements, and manage competing priorities successfully, working to tight deadlines
- Strong communication and interpersonal skills to communicate effectively both face-to-face and in writing with participants and supporting staff
- Access to transport and a clear plan for working at the prison
- Registered as self-employed and responsible for tax payments and national insurance contributions

Desirable

- Experience of working in the arts/ community sector in Buckinghamshire
- Knowledge of the Criminal Justice System, especially of the long-term prison population
- An understanding of how incarceration can affect the personality and motivation of prisoners

Discover Bucks Museum

Discover Bucks Museum is the county museum for Buckinghamshire, holding Bucks-related collections spanning from 200 million years ago to present day. It is home to the Roald Dahl Children's Gallery, also on the Aylesbury museum site. Although some of the museum's collections are of international importance (such as the Lenborough Hoard and esteemed studio ceramics collection) the museum's focus is predominantly those in Bucks and the surrounding counties. Of these 'local' audiences, around 75% are families, bringing children to the museum galleries, temporary exhibitions and Roald Dahl Children's Gallery. The museum attracts between 30k-40k visitors per year through varied exhibition, event, education and community programmes.

HMP Aylesbury

HMP Aylesbury is a category C training prison situated in Aylesbury, Buckinghamshire, holding 400 adult male prisoners.

Ikon

Ikon is an internationally acclaimed art gallery in central Birmingham, offering free entry to all. Founded in 1964 as an artist-led alternative space, it has evolved into one of the most

internationalist programmes in Europe, combining established with emerging artists. Housed in a renovated neo-gothic school building, Ikon is an educational charity for the promotion of visual art of international significance, playing a key role in the cultural life of the West Midlands region.

Ikon's main galleries welcome over 200,000 visitors every year, with many more engaging with off-site projects, national and international collaborations and online. In recent years, Ikon has exhibited work by [Donald Locke](#) (2025), [Seulgi Lee](#) (2025), [Htein Lin](#) (2025), [Mahtab Hussain](#) (2025), [Jesse Jones](#) (2024), [Dion Kitson](#) (2024), [Exodus Crooks](#) (2024), [Mali Morris](#) (2023), [Melati Suryodarmo](#) (2023). Education programmes include [Art at HMP Grendon](#), funded by [Marie-Louise von Motesiczky Charitable Trust](#), and [Slow Boat](#), home to Ikon Youth Programme, supported by [Freelands Foundation](#).

Terms and Conditions

Post:	Freelance Project Manager, HMP Aylesbury (instructed by Ikon)
Salary:	Freelance Fee £19,000, including travel and expenses
Contract:	Freelance agreement, 12-month fixed term opportunity Part time, average two days per week, 95 days, July 2026 – June 2027
Location:	HMP Aylesbury, Bierton Rd, Aylesbury, HP20 1EH
Reports to:	Art in Prisons & Health Producer

How to Apply

Please send the following to office@ikon-gallery.org by **Tuesday 16 June, 9am (BST)** with the subject line 'Freelance Project Manager Application'.

- Cover Letter (max. 2 pages long)
- CV
- Please also complete Ikon's digital [Equal Opportunities Monitoring form](#)

Ikon is an equal opportunities organisation and welcomes applications from all sectors of the community. In its management structure and as an employer, Ikon is pledged to ensure equal opportunities for all, regardless of age, race, gender, disability, marital status or sexual orientation.

Interviews are expected to take place Thursday 2 July at HMP Aylesbury.

Note

Applicants must be able to provide evidence of their right to work in the UK. Ikon requires all staff to obtain a Government Disclosure and Barring Service (DBS) check, in accordance with Ikon's Child and Vulnerable Adults Protection Policy. You will be required to provide the necessary documentation for the DBS check to be carried out. Ikon will cover the cost of obtaining the DBS check and reserves the right to request additional checks at any time in the future.