

V&A Dundee

**Capital Project Manager**  
Scottish Design Galleries

V&A





# Capital Project Manager Scottish Design Galleries

**Reporting to**  
Chief Operating Officer

**Team**  
Finance, Resources & Planning

**Salary**  
£43,742 – £55,426

**Contract**  
Fixed Term – 3 years, 37.5 hours a week. Hybrid working with minimum 3 days per week on site, increasing to 5 days as the project develops.

We also welcome applications for secondment from other organisations.

**Location**  
V&A Dundee

**Direct Reports**  
The post will work alongside team Heads and closely with Directors, leading an internal project team and external groups.





## Who are we?

We are Scotland's design museum – on a mission to inspire and empower through design. V&A Dundee is designed for everyone, firing imaginations and sparking curiosity in design across Scotland and around the world.

We advocate for the power of design – as both extraordinary and brilliantly ordinary, shaping our daily lives – and the vital role it can play in helping us overcome today's challenges.

We are a museum with energy and have a vision of the future where everyone is inspired through design and recognizes its far-reaching impact in our lives.

We are part of the V&A family of art, design and performance museums, championing the power of creativity.

Stories from  
the Building



## About the role

We are looking for an experienced and highly motivated Capital Project Manager to help transform the Scottish Design Galleries – the heart of the free experience at V&A Dundee.

You will lead in executing a £2.6m–£5m capital works strategy, involving building a team around an exciting vision, overseeing the project on time and to budget, collaborating with key stakeholders and driving the creation of new world-class galleries with cutting edge storytelling and design at V&A Dundee.

You will work closely with the Director and team at V&A Dundee, as well as external stakeholders, architects and contractors, overseeing all aspects from feasibility, finance, design, construction and realisation to post project review.

This is your chance to create a world-class visitor experience through a bold reinterpretation of Scotland's design history and future, inspired by best practice from museums around the world.





# This role will act as client lead for multi-disciplinary design teams, funders and stakeholders, managing the project through the project life cycle.

This role will act as client lead for the multi-disciplinary design teams, funders and stakeholders and will manage the project through the project life cycle through consultation, research, brief development, design team procurement and establishing project teams, steering groups, loans management and all to agreed time, cost, governance, reporting and quality standards.

The long-term sustainability of the galleries is a core part of this remit, ensuring that flexible spaces, loan requirements and other considerations ensure the optimal long-term success of the project.

## You will:

- Lead the project for V&A Dundee and be the client representative with funders, design teams, and stakeholders, advocating for success and helping to secure support and contributions to the project
- Actively promote and embed equity, diversity and inclusion across the project lifecycle: developing and maintaining positive working relationships, ensuring that everyone is treated equitably and with respect
- Embed climate conscious and committed approaches across the project
- Perform all project management duties, ensuring the brief is agreed, contracts are in place and works managed to budget and in line with agreed health, safety and quality standards
- Manage the lifecycle of the project through feasibility, approval, design, construction, completion commissioning, handover and post project review
- Scope, develop, plan and coordinate the successful delivery of the programme of works
- Ensure robust financial management and commercial awareness
- Manage the appointed contracts – ensuring quality of build to cost and time, liaising with H&S team to ensure H&S compliance



# What you will bring

Proven track record in delivering a capital project, with evidence to support the successful establishment, communication and implementation of this major project, preferably in a museum or cultural setting

- Experience of appointing consultants and contractors and be confident in stakeholder engagement and management
- Experience of procurement and managing a budget, reporting on progress against budget and programme
- Knowledge and experience of delivering to RIBA stages
- Outstanding communication skills, both verbal and written, able to tailor presentations to a variety of audiences
- Experience of successfully leading multi-disciplinary design teams to ensure qualitative and successful outcomes
- Awareness of health & safety and CDM regulations
- An understanding of the economic environment, constraints and opportunities facing a public museum
- Experience of creating an inclusive and respectful culture within a team and applying the principles of diversity and inclusion





# Why work here?

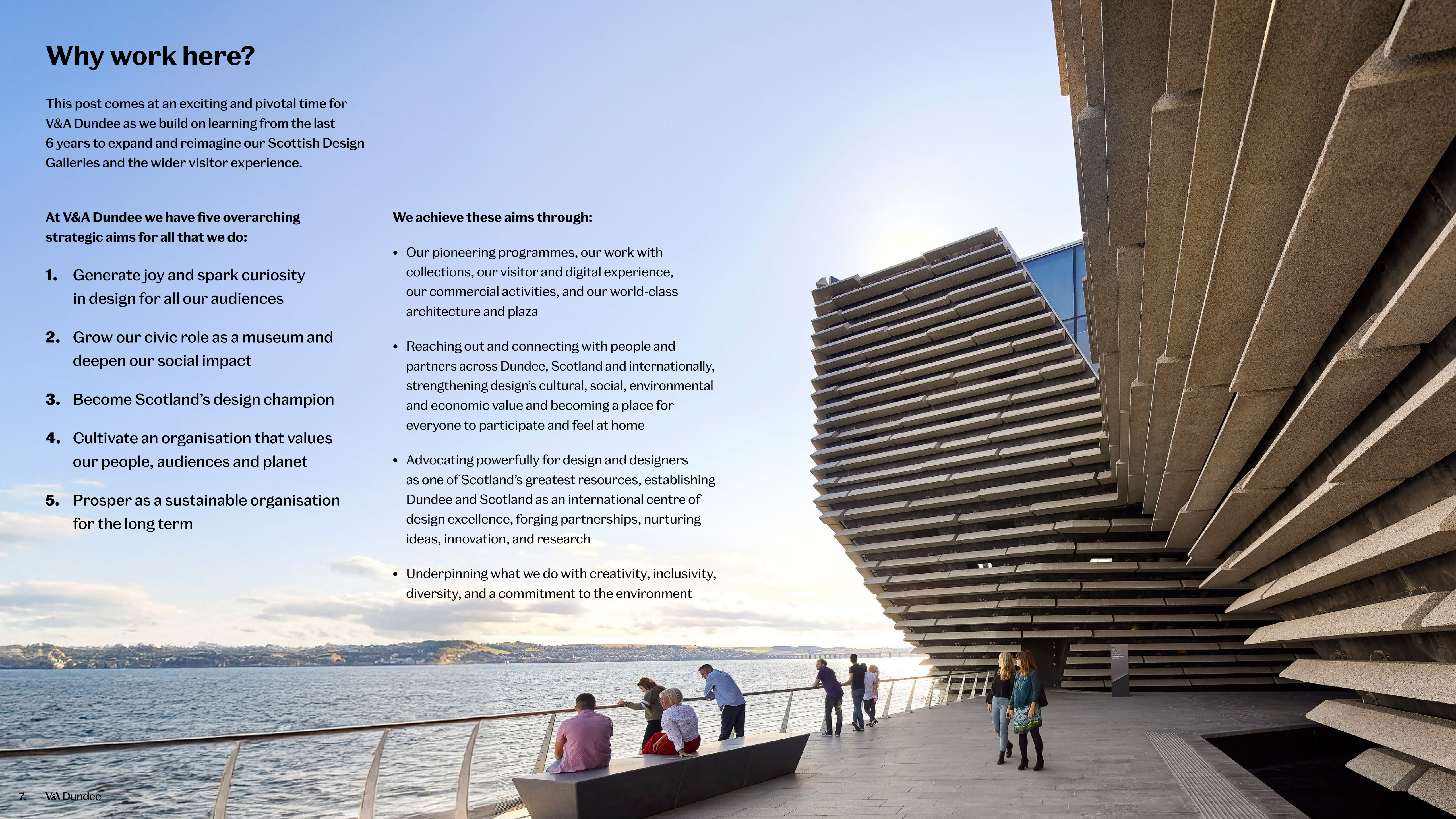
This post comes at an exciting and pivotal time for V&A Dundee as we build on learning from the last 6 years to expand and reimagine our Scottish Design Galleries and the wider visitor experience.

**At V&A Dundee we have five overarching strategic aims for all that we do:**

- 1.** Generate joy and spark curiosity in design for all our audiences
- 2.** Grow our civic role as a museum and deepen our social impact
- 3.** Become Scotland's design champion
- 4.** Cultivate an organisation that values our people, audiences and planet
- 5.** Prosper as a sustainable organisation for the long term

**We achieve these aims through:**

- Our pioneering programmes, our work with collections, our visitor and digital experience, our commercial activities, and our world-class architecture and plaza
- Reaching out and connecting with people and partners across Dundee, Scotland and internationally, strengthening design's cultural, social, environmental and economic value and becoming a place for everyone to participate and feel at home
- Advocating powerfully for design and designers as one of Scotland's greatest resources, establishing Dundee and Scotland as an international centre of design excellence, forging partnerships, nurturing ideas, innovation, and research
- Underpinning what we do with creativity, inclusivity, diversity, and a commitment to the environment





# What we offer you

## A generous package including:

- 38 days annual leave inclusive of public holidays
- Cycle To Work Scheme
- Electric Vehicle Scheme
- Boundless – benefits platform offering perks and discounts including Tastecard, National Trust Scotland Membership and discounted national cinema tickets
- Social events
- Tickets to V&A Dundee exhibitions
- Employee Assistance Programme







## What's next?

If this is the role for you, please [apply here](#).

Please provide a cover letter and CV showcasing your skills, explaining why you are the ideal candidate.

**Deadline for applications:**

No later than **midnight 30 May 2025**.

Interviews will take place week commencing **9 June 2025**.

In the event of second interviews these will take place in week commencing **23 June 2025**.

If you have any questions, please contact our HR team [hr@vandadundee.org](mailto:hr@vandadundee.org)

### Images

Grant Anderson: 2, 3, 6, 8, 9

Hufton & Crow: 4, 7

Shahbaz Majeed/Frame Focus Capture Photography: 1, 10



