Application Pack - Director

Background Information:
The NewBridge Project was established in 2010 to provide exchange and support for an engaged and discursive community of artists.

We are a triple award winning artist-led community comprised of over 200 artists. We support the development of artists and creatives through the provision of affordable studio space; an artist development programme of workshops, talks, exchanges and crits; curatorial opportunities and an ambitious artist-led programme of exhibitions, commissions and events.

Our outstanding programme is based on an artist-led model with studio members and the wider artistic community creating a programme responsive to the social, political and civic environment within which it exists, creating a genuine community resource.

The NewBridge Project is an important and vital part of the cultural infrastructure in the North East region; our unique offer has resulted in the organisation growing, demonstrating our ambitious commitment to champion and celebrate emerging talents.

We support artists to take a journey of artistic development with us. We work with artists at all stages of their careers; from student to recent graduate, continuing into early-career and establishing a professional practice. Our unique support system allows artists to develop practice, build networks and skills and provides vital and defining opportunities, allowing them to find their place in the arts ecology and develop sustainable careers.

We nurture artistic talent, creating the necessary conditions for artists to thrive, providing the practical resources and support artists need to develop, produce and present new, pioneering artwork that challenge the way we experience the world.

Our activities are split into four core areas:

1) Providing space for arts practice, development and exhibitions
2) Building an engaged and discursive community of artists for exchange and mutual support
3) Developing artistic talent
4) Provision of an artistic programme that engages the wider public

We do this through the following key activities delivered by the organisation:

Exhibitions & Commissions; accessible & affordable artist studios, co-work & workshop spaces; gallery/project space; events & workshops; Practice Makes Practice; The Collective Studio; field trips; volunteer opportunities & work experience; graduate support; career development; artist support/profiling; artist peer support; artist networking & relationship development; and artist-led programming.

Our activities currently operate over 3 sites:

• Carliol House provides studio space to over 80 artists, project spaces, workshop & production facilities and co-work space.
• 232-240 High Street Gateshead provides additional studio space for around 30 artists, houses The Collective Studio graduate programme (including a shared graduate studio space), a co-work space and NewBridge Gallery Space.

• BALTIC 39 is home to NewBridge Bookshop.

Our current model is based on meanwhile occupation of buildings, allowing us to benefit from peppercorn rent and business rate relief while sites await redevelopment. This enables us to provide affordable rates to the arts community. In early 2017 we moved from Norham House, our base since 2010, due to demolition of the building. We now occupy Carliol House on a 2-year lease and Gateshead High St on a 5-year lease. Our plan going forward is to secure a permanent base for our operations to ensure future sustainability of the organisation – we are looking for a Director who can lead us through this process.

Please visit our website for more details: https://thenewbridgeproject.com/

Mission:
To support and nurture artistic and curatorial practice and create platforms for audiences to engage with the creative process through an ambitious programme of exhibitions, commissions, events and artist development.

Vision:
A centrally located and secure vibrant hub within the city that creates space for the development, production and presentation of new and pioneering contemporary art practice within an engaged and discursive creative community.

Values:
– **Experimental in our approach**: We provide artists with the flexibility to test out ideas, experiment and be radical, allowing groundbreaking work and alternative approaches to practice to develop.

– **Artist-Led**: We ensure an artist-led ethos is embedded in all elements of our organisation; generating a programme and vision that is responsive to and shaped by artists’ needs and interests. Promoting a culture of self-organisation, ownership and autonomy across our artist community.

– **Aware and responsive to the social, political and civic landscape that we exist in**: We champion the production and presentation of artwork that is responsive to the social, political and civic landscape in which we exist; reactive to the location, situation and time from which it emerges. We believe art has the power to introduce new ideas, alternative thinking and challenge convention, and can be used as a tool to deliver incremental change.

– **Development of artists at its heart**: We position artist development at the core of everything we do. Creating informal and formal opportunities for artistic practice and talent to develop, supporting artists to progress to the next stage of their career.

– **Focused on collaboration and community**: We believe a supportive network is a key instigator to continued creativity. We instill a spirit of collaboration, collectivity and community in our activity to generate peer learning, critical conversation and social interaction.

**Company Information:**
The NewBridge Project is a company limited by guarantee with charitable status governed by a Board of Trustees and a staff team comprising of a Director (FT), Programme Director (FT), Studio Coordinator (PT), Artist Development Coordinator (PT) and Bookshop Producer (PT) overseeing day-to-day operations.

Our 2018-19 annual turnover is expected at £250-275K. We operate a mixed income generation model, which is split into 4 main areas:
• Earned income through studio rent, memberships, ticket sales and space hire;
• Grants
• Partnership projects
• Public fundraising & donations

We have secured a 4-year commitment of funding from Arts Council England through NPO (April 2018-April 2022) and 3-year commitment from Newcastle Culture Investment Fund (April 2018-April 2021). This investment provides our team with a base of core and project funding from which to operate and develop the organisation over a 4-year period.

We have an ongoing partnership with Newcastle University and Newcastle Institute for Creative Arts Practice to provide developmental support to early-career practitioners and graduates through The Collective Studio.

We are at an exciting period in our organisation’s development and it is essential we continue to build on our success to ensure the long-term stability and sustainability of the organisation.

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**Job Description:**

**Position:** Director  
**Salary:** £26,000 per annum  
**Hours of Work:** 5 days/37hrs per week (FT)  
**Responsible to:** Board of Trustees  
**Responsible for:** Programme Director, Studio Coordinator, Artist Development Coordinator, Bookshop Producer and Freelance project staff.

The NewBridge Project is looking to appoint a dynamic Director to lead the organisation going forward.

The Director will oversee all elements of NewBridge’s operations and activities including: strategic development, building development, fundraising, artistic programme, facilities management, company & finance and audience development & engagement.

NewBridge was established as an artist-led initiative in 2010 and at its core remains a strong artist community. As such, a key element of the Director’s role will be to strategically steer the organisation while ensuring it remains responsive to artists, contemporary visual arts practice and its locality (Newcastle & Gateshead).

The NewBridge Project is at an exciting and pivotal point in its development as we look to secure long-term building solutions for all our activities. We are looking for an exceptional and ambitious individual who can navigate this process, articulating and achieving a collective vision while moving towards a secure and sustainable future for the organisation.

The role will be ideally suited to an individual who is looking for a new challenge; will bring energy, enthusiasm and determination to the role; has a unique understanding of working with and supporting artists; who thrives working in collaboration as well as under pressure; is highly motivated and organised, a strategic thinker and problem solver; and someone willing to get stuck in with all that comes with running an artist-led initiative.
Key Tasks:

Strategic:
- Lead and develop the organisational and artistic vision and activities of The NewBridge Project, aligned with its core values and ethos.
- Lead and manage all company operations including; artistic, audience development, fundraising, company & finance, administrative, strategic development and facilities management.
- Manage and update business plan annually, Set, manage and monitor delivery of business plan, strategic goals and objectives (including the Creative Case for Diversity), ensuring they align with organisational vision, mission and values.
- Manage and deliver long-term organisational development strategy.
- Develop, maintain and manage partnerships with key stakeholders, partners and funders across the cultural, education, community and political sector.
- Write and manage delivery of organisational policies & action plans including equality & diversity and environmental & sustainability.

Finance & Fundraising:
- In consultation with the board of trustees set, manage and monitor organisational and project budgets and organisational cashflow – ensuring firm financial control.
- Liaise with appointed accountants and bookkeeper to prepare and monitor quarterly management accounts and end of year accounts.
- Manage and oversee utility contracts, overheads and capital expenditure.
- Manage payroll and contributions to HMRC.
- Build and set reserves targets.
- Report to board of trustees on financial position every quarter.
- Lead on fundraising strategy and fundraise for programme and core costs from a range of sources including public funds, trusts & foundations, earned income (memberships and events), donations and partnership projects, ensuring income targets are met.
- Manage relationship with key funders and partners including: Arts Council England, Newcastle Culture Investment Fund and Newcastle University.

Artistic Programme:
- Continue to develop and maintain NewBridge’s role in developing artistic practice, through overseeing artist development programmes Practice makes Practice and The Collective Studio, providing opportunities for career development, curatorial opportunities, employment and training within the visual arts sector in the North East of England.
- Continue NewBridge’s commitment to supporting the production and presentation of high quality, ambitious and pioneering new artwork outside traditional institutional frameworks through overseeing its Exhibitions & Commissions programme; working with artists at different stages of their career to produce work responsive to its local context that has a social, civic, and political awareness.
- Ensure artistic programme is artist-led and responsive to contemporary artistic practice through working with artist steering groups and committees.
- Ensure all NewBridge’s programmes engage with local communities across Newcastle and Gateshead, continuing NewBridge’s commitment to producing accessible programmes that engage with its locality.
- Support the Programme Director and the Artist Development Coordinator to deliver all aspects of the artistic programme.
- Initiate, develop and maintain partnerships with regional, national and international artists, curators, organisations and project partners to develop and deliver programme.
- Oversee management of NewBridge Books and support the Bookshop Producer to deliver all aspects of the bookshop programme.
- Share management of events programme with staff team - you will be expected to work some evenings and weekends.
Building Management and Development:
- Lead on strategy for securing long term, sustainable space to house the activities of NewBridge - providing affordable space, facilities and resources for artists in the North East of England.
- Lead on capital developments for new and current sites including fundraising and implementation.
- Develop and maintain partnerships with landlords, local authorities, property management companies, architects and developers.
- Manage relationships with current landlords, including negotiating and adhering to lease terms and tenancy agreements.
- Oversee management of studio buildings in Newcastle & Gateshead (working across the two sites) including: tenancy agreements, hires, health & safety, insurances, licenses and security systems.
- Support the Studio Coordinator to manage all aspects of studio management.

Communications:
- Oversee internal and external communications for the organisation.
- Set and manage delivery of NewBridge’s audience development strategy and objectives
- Ensure effective communication of The NewBridge Project and its activities to members, artists, audiences and stakeholders.
- Oversee development of website and social media strategy.
- Manage GDPR compliance and data management/privacy policies.
- Represent NewBridge at key strategic events and conferences, delivering presentations and talks to promote NewBridge and its activity.
- Oversee engagement of local community groups, community networks and civic organisations to support participation in programmes.

Organisational/Management:
- Provide leadership to NewBridge staff team and artists, communicating the ethos and values of the organisation.
- Manage all employees, freelance staff, interns and volunteers: including training, contracts, salaries/fees, staff reviews, recruitment, setting work plans and managing team meetings.
- Manage all matters relating to Companies House, the Charity Commission, PAYE and HMRC.
- Lead on relationships with Arts Council England and Newcastle Culture Investment Fund to fulfill our funding agreements, submitting required documents on due dates as outlined in contracts.
- Report to the Board of Trustees; arrange, attend and present at quarterly board meetings and maintain strong board relationships and regular contact in-between board meetings.
- Produce evaluation reports for funders, partners, the Board and Charities Commission.
- Undertake additional tasks and duties as required. Duties of the role may vary depending on circumstance so adaptability and flexibility are essential.

Person Specification:
We are looking for an individual who has a multitude of different skills and experiences to bring to the role but who is also eager to learn from our community and develop new skills as they progress with the organisation. It is more important that you understand the ethos and direction of NewBridge, than necessarily ticking off every item on our wish list.

Ideally you will have:
- Operational management experience
- Sound administrative skills
- Strong project management skills
- Financial management experience
- Knowledge and experience of fundraising
- Knowledge and experience of partnership working
- Knowledge and experience of artist development and artist-led initiatives
- Experience of delivering artistic and curatorial programmes
- Ability to lead and work as part of a small team
- Ability to take strategic action and lead
Additionally you might have:
- Experience of studio and/or building management
- Capital development experience
- Experience of managing funder relationships
- Governance experience
- Experience of educational and outreach programmes

How to Apply:
Please email the following to Chair of The NewBridge Project Julia Bell: belljulia96@gmail.com by 12pm on Wednesday 25th July 2018.

- C.V.
- Covering letter outlining your interest in the role and detailed submission of how you meet the Person Specification
- Equality & Diversity Monitoring Form (available to download from our website)

Interviews will be held on Thursday 9th & Friday 10th August

We are an equal opportunities employer and encourage applications from a diversity of backgrounds.

If you have any queries or would like to discuss the role in more detail please contact Julia Bell belljulia96@gmail.com