TITLE: Programme Director  
SALARY: £22,500 per annum  
CONTRACT: Full time, 12 months (with potential to be extended)  
OFFICE HOURS: 10am – 6pm (expected to work some evenings and weekends)  

DEADLINE: Tuesday 18 September 2018, 12pm

The NewBridge Project is looking to appoint a dynamic Programme Director to support the development and delivery of all our artistic programmes, and oversee the organisation’s financial management.

The NewBridge Project’s programme aims 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.

The Programme Director will manage the development, direction and delivery of the artistic programme, including our exhibitions and commissions programme and our exciting artist development programme Practice Makes Practice.

The Programme Director will continue NewBridge’s commitment to supporting the production and presentation of high quality, ambitious and pioneering new artwork created outside traditional institutional frameworks. You will work with artists at different stages of their careers to produce work that is responsive to its local context and has an awareness of the social, civic and political landscape in which it exists.

The Programme Director will work alongside the Artist Development Coordinator to maintain and develop NewBridge’s role in developing artistic practice, through overseeing artist development programmes Practice Makes Practice and occasionally, The Collective Studio. You will ensure that we continue to provide unrivalled opportunities for artistic, career and skills development, curatorial opportunities and training within the visual art sector.

Our programme is developed alongside committees and steering groups of artist members, so that all our programmes are at their core artist-led and responsive to the needs and interests of our artists and the wider community.

This role will be ideally suited to someone who is looking for a new challenge and will bring energy, creativity and determination to the role. You should be enthusiastic, reliable, organised and self-motivated, and able to work well independently and as part of a creative team. You must have a good understanding of working with and supporting artists, and thrive working in collaboration as well as under pressure.
Key Responsibilities

PROGRAMME DEVELOPMENT & DIRECTION
- Alongside the Director, artist members and key strategic stakeholders, set key themes for the artistic programme
- Research, develop, and plan artist commissions, projects and events
- Lead on developing and managing the artist commissions
- Manage and develop partnerships with other artists, arts organisations as well as wider public and civic society organisations
- Oversee selection processes
- Play a central role in delivering our audience development strategy, including identifying and reaching target groups that fall outside of traditional artistic communities
- Involvement in funding bids and fundraising where appropriate
- Support the running of the Programme Committee, which enables new, emerging and more experienced artists to curate, select and commission work for our annual programme.

PROGRAMME MANAGEMENT
- Manage logistics, administration and marketing relating to programme
- Deliver all activities on time, within agreed budgets and to a high standard
- Lead on the production of the gallery programme
- Support the installation of exhibitions – getting stuck in to all elements of install if required
- Assist with the management of technical resources
- Contribute to updating The NewBridge Project website and social media accounts
- Write copy/e-newsletters/press releases for the artistic programme
- Support running events both within The NewBridge Project exhibition space and offsite
- Manage volunteers and volunteer rotas

PRACTICE MAKES PRACTICE
- Provide support to artist mentors and tutors
- Oversee the membership application and selection processes, working closely with the Studio Coordinator
- Oversee and manage our artist development programme Practice Makes Practice
- Oversee running of The Collective Studio programme for emerging and graduate artists
- Work closely with the Artist Development Coordinator to manage and deliver these programmes
- Alongside artist members and key stakeholders, develop an annual programme of professional development opportunities and activities such as workshops, events and field trips
- Liaise with and coordinate programme contributors such as speakers, tutors, arts professionals, academics etc.
- Manage logistics, administration and marketing relating to The NewBridge Project’s artist development programme

GENERAL
- Act as a point of contact for studio members and public
- Assist with studio member administration
- Assist with H&S, Fire H&S and maintenance within the studios
- Provide support to the Director and assist with company administration

FINANCE
- Cash Handling
- Bookkeeping
- Budgeting and Planning
- Grant Management – supporting the Director in preparing financial reports for funders
- Management Accounts
- Recording sales – Bookshops, events, hires
- Invoice Management

**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 The NewBridge Project, rather than necessarily ticking every item on our wish list.

**Ideally you will have:**

**Programme / Project management**
- Strong project management skills
- Experience of delivering artistic and curatorial programmes
- Knowledge, experience and enthusiasm for artist development and artist-led initiatives
- Experience of working with and supporting artists
- Good knowledge of visual art, regionally and nationally
- Knowledge and experience of partnership working
- Experience of managing events with strong attention to detail

**Marketing**
- Strong communication skills, both verbal and written
- Ability to write copy and communicate effectively to different audiences
- Experience of website management, e-newsletters and social media

**Financial Management**
- Experience of budget and financial management
- Experience of using excel
  (Please note that there will be financial training and development embedded within this role – we do not expect everyone to have extensive experience in this area but are interested in any applicable experience.)

**General**
- Ability to work as part of a small team
- Excellent organisational skills
- Ability to work effectively under pressure, manage own workload and meet deadlines
- Strong administration skills
- Friendly, motivated and enthusiastic
- Flexibility with working hours
- Willingness to get stuck in

**Additionally you might have**
- Experience of fundraising
- Experience of managing funder relationships
- Experience of financial management
- Experience of outreach programmes
- Hands on experience of installing exhibitions
How to Apply

To apply for the role of Programme Director, please send the following to applications@thenewbridgeproject.com by 12pm on Tuesday 18 September 2018:

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

Interviews will be held on Thursday 27 September

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 Rebecca Huggan on r.huggan@thenewbridgeproject.com

FURTHER INFORMATION

About The NewBridge Project

The NewBridge Project is an active and vibrant artist-led community supporting the development of artists and curators through the provision of space for creative practice, curatorial opportunities and an ambitious artist-led programme of exhibitions, commissions, artist development and events.

The NewBridge Project was established in 2010 to provide exchange and support in an engaged and discursive community of artists. We develop artistic talent through artist development programmes, curatorial opportunities and provision of space. The shared workspace is a critical and collaborative environment that allows artists to discuss and develop new ideas and projects.

We aim to deliver an outstanding programme of exhibitions, performances, screenings, educational talks and workshops in consultation with artist members, creating a programme responsive to the socio, political and civic environment within which it exists and seeks to be a genuine community resource.

Our Vision
Creating space for the development, production and presentation of contemporary art practice

Our Mission
The NewBridge Project is a vibrant hub supporting the creation of new and pioneering contemporary art practice through an ambitious programme of exhibitions, commissions, events and artist development.

We create platforms for audiences to engage with the creative process, while nurturing artistic and curatorial practice in an engaged and discursive creative community.

Our 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 socio, 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 it’s 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 instil a spirit of collaboration, collectivity and community in our activity to generate peer learning, critical conversation and social interaction.

### NewBridge Exhibitions, Commissions and Gallery Space

NewBridge Gallery Space supports the production and presentation of new artwork through an artist-led programme of commissions, exhibitions, screenings, performances and events. We encourage artists to make-work on their own terms, supporting ambitious and pioneering work at a grassroots level.

In the last year we have delivered 44 new artist commissions and exhibitions.

We have supported 18 regional artists to make new work and provided a platform to showcase it through the following exhibitions; *Reality Check and Indicator* at The NewBridge Project: Gateshead and *Echoes of Abstraction II and The Bottomless Pit of Outros* co-commissioned with and presented at The Laing Art Gallery, attracting 19242 audiences through Aug 17.

We co-commissioned Sonya Dyer (London) in partnership with BALTIC Centre for Contemporary Art to present new work across the 2 sites for Freedom City, producing 8 community-led events.

We presented *Deep Adaptation*, an exhibition and programme of 27 events, talks, screenings, workshops that explored how current social, political, civic and economic issues can be understood in relation to climate change. Through this we commissioned Chad McCall (Glasgow), Dr Alex Lockwood (Sunderland), Rhona Foster (Edinburgh), David Lisser & Lucien Anderson (Newcastle) to work in collaborative ways to explore these issues.

We commissioned 8 upcoming and early-career artists living and working in the North of England for *Life in a Northern Town*, a series of exhibitions and events featuring work by Michaela Cullen, Declan Colquitt, Rene McBrearty, Jill McKnight, Motsonian, Becky Peach & Reet So. It was developed in partnership with other artist-led spaces and studio collectives from Northern cities, celebrating the ambitious and experimental spirit of organisations with a grassroots, DIY ethos at the heart of what they do. We worked with Assembly House (Leeds), Bloc Projects (Sheffield), Caustic Coastal (Manchester), Islington Mill (Manchester) and The Royal Standard (Liverpool).

We have partnered with regional organisations; The Laing Art Gallery, BALTIC Centre for Contemporary Art, Newcastle University, Northern Film & Media, Freedom City and Wunderbar and national organisations; The Royal Standard (Liverpool), LADA (London), Grizedale (Cumbria), East Street Arts (Leeds), Transmission (Glasgow) & Islington Mill (Manchester).

In the last year we engaged 36,109 audiences, 1,578,705 digital audiences, working with 798 artists to produce 44 new commissions. In October 2016 we ran a month long artist-led festival,
Hidden Civil War, featuring 116 artists, 25 events, 17 offsite projects, 10 new commissions and a publication.

Practice Makes Practice

Practice makes Practice is an artist development programme run by artists for artists and the wider arts community.

It focuses on developing artistic talent and equipping individuals with the necessary skills to manage their artistic career, bridging the gap between art school, studio practice, the gallery and beyond. We do this through a regular programme of: events / workshops / opportunities / talks / field-trips / exchanges / mentoring, helping to create a forum for shared learning, critical conversation, space for networks to cultivate and alternative models of practice to develop.

Practice makes Practice is programmed by a steering group of our studio and associate members, ensuring what we do is artist-led and develops in response to the needs and interests of our members.

In the last year we have delivered 59 events, 17 residency/exchange opportunities, engaging over 200 Studio and Associate Members, 28 Graduate members, and a further 861 active participants as part of Practice Makes Practice.

Please find more information on our website: https://thenewbridgeproject.com/join/practice-makes-practice/

The Collective Studio

The Collective Studio 2018-19 is a development programme for early-career and/or recent graduate artists and creative practitioners.

The Collective Studio provides practitioners with affordable studios & workspace, access to peer-led training and development events, mentoring and a series of professional creative opportunities to develop and challenge practice outside of an institutional framework and generate resilient approaches to creative practice.

The Collective Studio provides space to test out ideas and experiment within a supportive and critically engaged community. The Collective Studio purposefully takes a flexible approach to its curriculum, providing a range of different opportunities to suit a diverse range of practices, with a regular programme shaped by and for its members.

The Collective Studio is open to all creative disciplines including: visual artists, curators, filmmakers, photographers, performers, writers, architects, sound artists, designers and creative producers/organisers.

The Collective Studio follows an educational philosophy that advocates learner-chosen activities as a primary means for learning, preparing individuals for an uncertain and rapidly changing future. The programme evolves year on year, shaped by its cohort of members. This Collective Studio structure has evolved from previous graduate and artist development programmes and continues our commitment to artist-led programming. The Collective Studio is run by The NewBridge Project in partnership with Newcastle University & Newcastle Institute for Creative Arts Practice.