



JOB OPPORTUNITY

Admin and Marketing Assistant

SALARY: £18,720 pro rata, 2 days per week

CONTRACT: Initially 1 year with potential to extend

START DATE: As soon as possible

DEADLINE: Wednesday 9th October

INTERVIEWS: Monday 21 October / Tuesday 22 October

The NewBridge Project is looking for an Admin & Marketing Assistant to provide organisational, administrative and marketing support to the NewBridge team across our programme, evaluation, studios and day-to-day activities.

The Assistant will join our small and committed team of full time and part time staff. The NewBridge Project currently has two full time staff members - our Director and Programme Director, and two part time staff members - our Artist Development Coordinator and Studio/Programme Coordinator. Their work is supported by freelance staff, studio members, and a dedicated team of volunteers.

We are looking for someone who is enthusiastic, reliable, organised and self-motivated, and able to work well both independently and as part of a creative team. Good organisational and communication skills are vital, as well as the ability to think on your feet and multitask.

Key tasks

OVERVIEW

The Admin & Marketing Assistant will work closely with the Director, providing support and assistance across all areas of company administration.

MARKETING

- Contribute to updating The NewBridge Project website
- Contribute to updating social media accounts including Facebook, Twitter and Instagram
- Support creation of new content for website and social media accounts and website
- Assist with copy writing for press releases, the website and e-newsletters
- Assist with sending out press releases to contacts and listings
- Create and schedule email campaigns through Mailchimp
- Assist with marketing and sharing of opportunities for artists
- Coordinate printing and distribution of print marketing
- Update mailing list
- Support bookings for events through Eventbrite

EVALUATION

- Support the Director and staff team in collecting evaluation information from audiences, members and artists
- Data entry for evaluation (digital and Excel)
- Support the Director in collating evaluation information and data (using Excel and Word)
- Support to embed evaluation in programming and audience development

GENERAL

- Provide general support and assistance to the Director
- Assist with all aspects of company administration
- Manage the admin@thenewbridgeproject.com email account, responding to all enquiries and forwarding emails to relevant members of staff when necessary
- Minute taking at meetings; including Board meetings, programme meetings, team meetings (when required)
- Assist with health and safety being met and upheld in studios
- Support team in adhering to all organisational policies.
- Assist with keeping office, studios and common areas tidy and organised
- Act as point of contact for studio members and members of the public whilst in the office

PROGRAMME and BOOKSHOP

- Provide administrative and marketing support across different areas of programme and bookshop administration as needed.
- Manage and post online bookshop orders
- Support with set up/clear down for events
- Support staff with running of some events (this may sometimes involve working evenings or weekends)
- Support with general installation of exhibitions
- Log applicants for all open call/member opportunities (Excel spreadsheets)

Person Specification

Essential:

- Excellent organisation skills
- Ability to work as part of a small and creative team
- Ability to work in both an office and a gallery/events/studio environment
- Strong communications skills (both verbal and written)
- Ability to manage own workload and meet deadlines efficiently
- Experience of using Microsoft Office (inc. spreadsheets)
- Experience of basic administration
- Work with attention to detail
- Flexible with working hours, able to work occasional evenings and weekends.
- Friendly, motivated and enthusiastic
- Passion and enthusiasm for contemporary visual art and artist-led initiatives

Desirable

- Experience of creating and managing spreadsheets
- Experience of Mailchimp, website management and social media

Important information

Salary:	£18,720 pro rata (£7,488 per annum for 2 days, 16 hours per week – this is equivalent to the real living wage).
Hours of work:	Usual office hours are 10am – 6pm, however you will be expected to work some evenings and weekends.
Type of contract:	Part time, 2 days a week
Length of contract:	Initially 1 year with potential to extend
Place of work:	We currently work mainly across our 2 sites: <ul style="list-style-type: none">- The NewBridge Project : Newcastle on Market Street

- The NewBridge Project : Gateshead, High Street

Pension: You will be auto-enrolled into the company pension scheme upon appointment, which you may opt out of if you wish.

Other information: We are aware that this is a part time role, and that you may have other personal / work commitments, and we are happy to work flexibly around this, as long as this does not impact on our lone-working policy. We are also happy to discuss working the 16 hours a week across more than 2 days if you wish.

If you have any queries or would like to discuss the role in more detail, please contact Rebecca Huggan, Director on applications@thenewbridgeproject.com with the subject heading *Admin & Marketing Assistant – Enquiry* or give us a ring on 0191 232 8975 (Mon-Tue) / 0191 477 1884 (Tue – Wed).

How to apply

To apply please send the following as 3 separate PDF documents to applications@thenewbridgeproject.com with the subject heading *Admin & Marketing Assistant* by **Wednesday 9 October, midday.**

1. Application, indicating why you wish to apply for the post, and any previous relevant experience (maximum 1 page of A4)
2. CV
3. Equality and Diversity Monitoring form (download from our website)

NewBridge is an equal opportunities employer and encourages applications from a diversity of backgrounds.

Interviews will be held on Monday 21 and Tuesday 22 October. *Please indicate in your application if you cannot make either of these dates.*

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.

Read more about The NewBridge Project [here](#).