



The NewBridge Project

JOB OPPORTUNITY

Studio & Members Coordinator

SALARY: £20,500 pro rata, 3 days per week

START DATE: As soon as possible

DEADLINE: Thursday 27 February, midday

INTERVIEWS: Monday 9 and Tuesday 10 March

The NewBridge Project is looking for a new Studio Coordinator to provide key organisational and administrative support across our membership and volunteer programmes, and the day-to-day management of our studios and buildings.

The Studio Coordinator will join our small and committed team of full and part time staff. NewBridge currently has two full time staff members – our Director and Programme Director, and three part time staff members – an Artist Development Coordinator, Project Manager and Admin & Marketing Assistant. Their work is supported by freelance staff and a dedicated team of volunteers.

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

See below for further information about The NewBridge Project and our studio, membership and volunteer programmes.

Key Tasks

STUDIOS:

- Support the day-to-day running of The NewBridge Project artist studios
- Act as the main point of contact for studio members and public enquiries
- Manage studio applications and waiting lists
- Manage studio leases and inductions
- Monitor studio membership monthly payments and deposits
- Manage and regularly update studio member profiles, studio membership info and bookable space info on the website
- Provide support to The NewBridge Project studio members
- Support logistics of moving / studio allocation in the event that we relocate to a new premises

HIRES:

- Manage bookings for internal spaces within the studios (inc. arranging initial visits, hire agreements, payment of fees, key deposits, access and scheduling)
- Review and monitor bookable spaces within the building
- Market bookable spaces and ensure current rates/photos are up to date on the website

- Support running and development of darkroom, film lab and workshop facilities within the building
- Support with set-up and running of events in the studios (this may sometimes involve staying later for hires)

BUILDING MANAGEMENT:

- Manage Health & Safety being met and upheld, including carrying out regular risk assessments
- Manage Fire Health & Safety being met and upheld, including conducting fire drills, alarm testing and fire extinguisher/emergency lights maintenance
- Oversee general maintenance within the studios
- Manage the presentation and cleanliness of the building, ensuring bookable spaces and shared areas are tidy inc. co-work space
- Manage utility accounts (e.g. internet, electricity, rates)

MEMBERSHIP:

- Manage applications for Associate Artist Membership
- Update the website with new artist profiles
- Manage membership application form and membership payments
- Update mailchimp and contact lists with new member details
- Administration and promotion for Practice Makes Practice (PMP) event bookings (inc. eventbrite, facebook, website)
- Book travel and accommodation for PMP speakers
- Support PMP steering group
- Collate regular 'members news and opportunities' mail out

VOLUNTEER COORDINATION:

- Manage volunteer and placement applications
- Meet with new volunteers to discuss interests and availability
- Draw up volunteer rotas

GENERAL:

- Provide support to the Director and Programme Director
- Support other staff in event management / exhibition install / other tasks as necessary

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
- Ability to be responsive to change and to take initiative
- Strong communications skills (both verbal and written)
- Ability to manage own workload and meet deadlines efficiently
- Experience of basic administration and use of Microsoft Office (inc. spreadsheets)
- 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
- Experience of working with / supporting artists
- Willingness to get stuck in

Desirable

- Experience of Health & Safety policies and procedures
- Experience in supporting the running of an artist studios

Important Information

Salary: £20,500 pro rata (£12,300 per annum for 3 days, 24 hours per week)

Hours of work: Usual office hours are 10am – 6pm, however you may be expected to work some evenings and weekends. We operate a TOIL policy for out-of-hours work.

Type of contract: Part time, 3 days a week

Length of contract: Permanent, subject to 6 month probation period

Place of work: We currently work mainly across our 2 sites:

- The NewBridge Project: Newcastle, Carlisle House, Market Street, NE1 6NE
- The NewBridge Project: Gateshead, High Street, NE8 1AQ

Please note, our current model is based on meanwhile occupation of buildings, meaning it is likely that we will relocate in the future.

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. We are happy to work flexibly around these, as long as they do not impact on our lone-working policy. We are also happy to discuss working the 24 hours a week across more than 3 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 *Studio Coordinator – 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 *Studio Coordinator* by **Thursday 27 February, midday.**

1. Letter of Application (maximum 1 A4 page) answering the following points:
 - a. Why you wish to apply for the post
 - b. Why you would like to work with us at The NewBridge Project
 - c. Any previous relevant experience – both within and outside the arts
2. CV
3. Equality and Diversity Monitoring form (download from our [website](#))

If you would prefer to submit your application in another format then please get in touch to let us know at either applications@thenewbridgeproject.com or call us on 0191 232 8975 (Mon-Tue) / 0191 477 1884 (Tue – Fri).

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

Interviews will be held on Monday 9 or Tuesday 10 March. *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. The shared workspace is a critical and collaborative environment that allows artists to discuss and develop new ideas and projects and, along with our public offer, seeks to be a genuine community resource.

We aim to deliver an outstanding programme of exhibitions, performances, screenings, educational talks and workshops in consultation with artist members; a programme responsive to the social, political and civic environment within which it exists.

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

Studios

The NewBridge Project has studio space in Newcastle and Gateshead. We offer space to artists at any stage of their career who wish to be part of a diverse and critically engaged community of creative practitioners.

NewBridge Studios continues to develop in response to the needs and interests of its members, providing valuable resources and support to encourage an experimental and critical approach to contemporary art practice.

Our studios currently operate over 2 sites:

- Carloli House provides studio space to over 80 artists, project spaces, co-work space and workshop / production facilities (including dark room, wood workshop, ceramics studio and film lab).
- - 232-240 High Street, Gateshead provides additional studio space for around 30 artists, houses The Collective Studio early-career artist programme, a co-work space, NewBridge Gallery Space and NewBridge Books.

Our current model is based on meanwhile occupation of buildings, and we are working toward securing new premises for our studios, this means that it is likely that we will relocate in the future.

Membership

We offer different types of membership to accommodate a variety of practices, including:

- Studio Membership: affordable workspace across Newcastle and Gateshead within an active creative community.
- Hot Desk Membership: access to co-work spaces in Newcastle and Gateshead
- Associate Membership: members join a supportive community of peers and have access to all *Practice Makes Practice* events and opportunities

Volunteers

Our volunteering programme offers opportunities to work with The NewBridge Project to deliver our programme of exhibitions, projects and events. It enables volunteers to gain a unique insight in to how artist-led organisations work, and supports them to develop skills, knowledge and confidence within a supportive team.

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