

The NewBridge Project

Thank you for your interest in working with us at The NewBridge Project and in the role of **Project Manager**. The closing date for applications is **Monday 30 November, 5pm** and interviews will take place shortly after, either in person or via video call.

The NewBridge Project is piloting a new programme of artist development for people who are currently underrepresented in the arts sector to pursue their creative ambitions or start on a pathway to a career in the arts. We are planning to design a programme that focusses on supporting those with no university degree and who may face social and economic barriers to developing an artistic practice.

We are looking for a Project Manager to work with our Director on the research, development and delivery of this new strand of artist development. The role will include leading on engagement and relationship building, planning and managing a programme of workshops and projects, working with an Advisory group, as well as ongoing evaluation to support long-term development of the programme beyond the pilot year.

We are looking for someone who is enthusiastic, reliable, organised and self-motivated, who can work well both independently and as part of our small team.

About The NewBridge Project

The NewBridge Project is an active artist-led community that supports artists, curators and communities through the provision of space for creative practice, opportunities and an ambitious programme of exhibitions, commissions, artist development and events. We deliver this responsive programme in consultation with artists and community members.

This job pack includes:

1. Important dates and information about the job
2. Description and overview of the job
3. Skills and experience that we are looking for
4. Background information about The NewBridge Project, specifically highlighting key programmes and information that relate to this role
5. How to apply:
 - Details and guidance on how to apply
 - Selection process
 - Interview
 - Further support and queries

We encourage applicants from all backgrounds to apply who have direct and transferrable skills and experience.

Please get in touch with any questions or queries,

Rebecca Huggan,
Director

1. Important dates and information

Title:	Project Manager
Deadline:	Monday 30 November, 5pm
Interview Date:	Monday 14 or Tuesday 15 December
Salary:	£21,500 pro rata, 2 days a week
Hours:	Part time role, 2 days a week (equivalent to 16 hours)
Contract:	Beginning January 2021, contract until April 2022 (with potential to be extended – funding dependent)
Location:	<p>We are currently based across 2 main sites:</p> <ul style="list-style-type: none"> - The NewBridge Project : Newcastle, Carliol House, Market Street, NE1 6NE - The NewBridge Project : Gateshead, 232-240 High Street, NE8 1AQ <p>We will be relocating to a new premises in Newcastle in Spring/Summer 2021.</p> <p>Please note due to its age and change of use our Newcastle site is not accessible. The Gateshead site is accessible, and this is where most staff work and where the majority of our public programme takes place. The new premises that we will be relocating to is fully accessible.</p>
Working with:	<p>The role will involve working closely with the rest of the team at The NewBridge Project, and your line manager will be Rebecca Huggan, Director.</p> <p>Current full time and part time staff include; Director, Programme Director, Artist Development Programmer, Admin & Marketing Coordinator, <i>For Solidarity</i> Project Coordinator and Studio & Members Coordinator.</p> <p>We will also be recruiting a Programme Coordinator, Project Manager and Youth Worker in the next few months.</p>
Working day:	Usual office hours are 10am – 6pm, however you may be expected to work some evenings and weekends, and the role can be flexible. We operate a Time Off in Lieu policy for out-of-hours work.
Flexible working	We are aware that you may have other personal and/or work commitments. We are happy to work flexibly around these, as long as they do not impact on our lone-working policy. We are happy to discuss things such as compressed hours and support some time working from home. We can have this discussion with you at interview but please do get in touch if you have any questions about this prior to application.
Equal Opportunities & Diversity	We are committed to ensuring an equality of opportunity throughout our recruitment process, and actively welcome applicants from any race, nationality, ethnicity, religion, socio economic background, sexual orientation, age or disability.

Other	<p>Please note, we are also recruiting for a Community Coordinator which is a part time (3 days a week) role. We would welcome applicants who wish to apply for both roles simultaneously, as we are aware that part time work can be a barrier for some. If you wish to do this you must state in your application and do get in touch if you have any questions about this.</p> <p>This is intended as a salaried and employed contract, but we are open to having a conversation about paying you on a freelance basis (with you responsible for own tax and NI) if that would suit you better.</p>
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2. Description and Overview of role

About the role

Introduction to the project

The NewBridge Project is developing a new strand of artist development that aims to break down social and economic barriers to developing an artistic practice. It will be aimed at those with no university degree and will offer people who are currently underrepresented in the sector support to develop their creative ambitions or start on a pathway to pursuing a career in the arts.

We have secured funding to pilot this new development programme, which includes employing a Project Manager to develop the programme, build new relationships, and explore long term delivery and development plans beyond the pilot year.

Why

Current nationwide surveys show only 18.2% of people working in music, performing and visual arts come from working class backgrounds, and regional data shows that only 5% of people working in the creative industries in the North East are from black, Asian and minority ethnic backgrounds (term used in report), and only 11% identify as disabled. Through our own evaluation we have also identified a lack of diversity in people from some different protected characteristic groups and socio-economic backgrounds engaging with our existing programmes, which we are aiming to address in a range of ways through all our work.

At present, the ability to develop a creative career can often be dependent on personal/financial background. With stripping back of arts in the curriculum, high cost of creative degrees, and the prevalence of unpaid work and networks still prioritised in the sector, we need to proactively build alternatives and break down barriers, so that we can support emerging artists and art workers who reflect the diversity of our region.

Supporting artists' practice in a grassroots, responsive and peer-to-peer manner is at the heart of NewBridge's work, so this new focus feels particularly important for us. Alongside our existing artist development programmes, *Practice Makes Practice* and *The Collective Studio*, this new programme will support artists and creatives from all backgrounds and at all stages of their career.

What

The initial stage of the project is all about developing a programme that is fit for purpose, so we don't have a set direction or end point we expect to land in - we want to test ideas and learn from them to create a strong basis for a programme we can carry on into the future. We would expect

the Project Manager to bring their own experiences, knowledge and ideas to further build on the below plans:

- **Workshops** - Free, open access, practical creative skills workshops across the region, working with local community groups, schools, colleges. These aim to build skills, ignite peoples' creativity, and build new relationships across the region.
- **Projects** - A group of participants supported to develop their own creative project, with an emphasis placed on 'learning through doing' and building skills and experience alongside a creative output (eg. film project/events management/environmental project).
- **Advisory Group** - Working with an Advisory group - who will be paid for their time - to ensure that the programme is being developed and delivered in response to diverse barriers, lived experience and needs of those we wish to engage.
- **Long-term** - We hope to develop this programme beyond the pilot, making it a key strand within our artist and professional development offer, supporting new and alternative pathways towards creative careers. The pilot year and subsequent evaluation will directly shape what this will look like, but our intention is to establish a funded and supported programme of studio provision, mentoring, workshops and training for a small cohort of participants for whom university education does not feel possible or desirable, but who are looking for an alternative route into culture.

Main tasks and responsibilities

PROGRAMME

- Lead on the research, planning, production and delivery of a programme of free creative skills workshops and creative projects.
- Liaise with and coordinate programme contributors/facilitators such as workshop leaders, artists, arts professionals, etc.
- Manage logistics, administration and marketing relating to this programme.
- Deliver all activities on time, within agreed budgets and to a high standard.
- Support with running events both on and off-site.
- Be main point of contact for the programme.
- Work with the Director to identify individuals who could be part of the Advisory group and invite them to join.
- Organise and attend bi-monthly/quarterly meetings with the Advisory group.
- Work with the Director and the rest of team to develop a long-term plan for the project beyond this pilot year.
- Contribute to developing funding bids and fundraising where appropriate.

ENGAGEMENT

- Develop and manage partnerships with local community groups, young people and schools and colleges.
- Build relationships with individuals engaging in activity, looking at how to support them beyond activity.
- Play an important role in delivering our audience development strategy, reaching new groups and building relationships with existing partners.

EVALUATION

- Assist the Director and staff team in collecting evaluation information from audiences, members and artists.

- Support the Director to collate evaluation information and data for reports and evaluations.
- Carry out ongoing evaluation to ensure that the programme is reactive and responsive throughout, and to help shape future development.

GENERAL:

- All staff adhere to and uphold to all NewBridge's procedures and policies – there will be inductions and training relating to this.
- All staff act as a point of contact for studio members and the public when working in the building, welcoming people and answering any queries.

3. Skills and experience we are looking for

Experience, Skills and Abilities

- Eagerness to learn and undertake a variety of tasks
- Ability to communicate with a wide range of people from diverse backgrounds
- Enjoy and be able to work both on your own and collaboratively
- Strong attention to detail
- IT confident, ideally with Office (training available if needed)
- Happy to work as part of a small team
- Prepared to work across different locations, including office, gallery, studio environment and off-site – we can make reasonable adjustments to support work in different environments.
- Ability to juggle a number of tasks at once, manage own workload and meet deadlines
- Receptive to change and the ability to think on your feet
- Excellent organisational skills
- Experience in planning and delivering events or projects

Personal Attributes and Interests

- Friendly and welcoming manner
- Motivated and enthused by NewBridge's work
- Interest in art and supporting artists
- Interest in working in collaboration with local communities
- Interest or experience in supporting alternative pathways toward creative career

Additionally, we are keen to hear from applicants who themselves have not had a school-to-university-to-career journey themselves, or who have experience of working with people who are self-taught.

4. Background information about The NewBridge Project

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

We aim to deliver an outstanding programme of exhibitions, performances, screenings, educational talks and workshops in consultation with artist and community members. Our programme builds

solidarity with the people around us, and is community-centred, experimental, collaborative and socially conscious at its heart.

All our work comes from an artist-led model - this means we are an organisation that is responsive to artists needs and interests. Our studio members and the wider artistic community work together with us to create a programme that responds to their needs and interests.

NewBridge Exhibitions and Commissions

The NewBridge Project supports artists to produce new commissions, exhibitions, events, performances and screenings, generating an exciting programme of contemporary art that engages with the world around us. Our programme is delivered by our Programme Director, Niomi Fairweather, who works with a Programme Committee of members, and alongside local communities and groups.

Upcoming programme includes;

- A festival called ***Overmorrow***, which begins in November and runs until April 2021. This will include a series of exhibitions, talks, film screenings and events which explore the future alongside our studio members, audiences and local communities.
- An ongoing project called ***For Solidarity***, which is a digital map that details a network of organisations, projects and individuals across the North East who are working toward social and climate justice. Together, organisations on the map support each other, host events, and work with artists.

Artist Development

We currently host two artist development programmes, which together provide support for artists at all stages of their careers and from all backgrounds to develop new creative and professional skills and experience.

- ***Practice Makes Practice*** is a programme of events, workshops and opportunities that help people to build new skills and develop their careers. We plan this programme in response to the needs and interests of our members and the wider creative community.
- ***The Collective Studio*** is a development programme for early-career or recent graduate artists and creative practitioners. It provides participants with affordable studio space, opportunities to test out new ideas, and access to a training programme of events, mentoring and socials.

Studios

The NewBridge Project offers studio and workspace to artists at any stage of their career. Our studios are a community, where social interaction and conversations support artists to work together, discuss new ideas and make exciting new work.

Space and Community

In Spring 2021 we plan to relocate to a new location in Shieldfield. This will bring all of our studios under one roof, and create a space where artists, residents and local communities can come together to work, learn, socialise and support each other, providing an important and collaborative resource for the artistic and local community alike.

We host a regular programme of cultural, social and education activity including events, workshops and communal meals.

5. Information and guidance on how to apply / selection process

The deadline for application is Monday 30th November, 5pm

All applications must be sent to applications@thenewbridgeproject.com with the subject heading *Project Manager - Application*

We have a number of different ways to apply for this role. You can do this through:

- A single PDF document containing the information outlined below
- A video or audio file containing the information outlined below
- A mixture of written and video or audio application (eg. an audio application but written CV and Equal Opportunities Form)

If you require any adjustments to the recruitment process, then please contact us directly so we can discuss how to support you in your application.

Please read this job pack carefully before applying – the job description and skills outlined should help you to make a strong application.

In your application (whether written, audio or video) please include the following

A. Statement (no more than 2 A4 pages in total / 6 minutes) including the following:

1. Your name
2. Your pronouns - tell us how you like to be referred to - such as she/her, he/him, they/them
3. The job you are applying for
4. Any access requirements or adjustments you want us to know about
5. Why you want this role?
 - *Think about the role and the organisation – what interests you about NewBridge? What about this role appeals to you? What do you hope to get out of this role?*
 - *If you aren't familiar with our work, have a read through the background section or visit our website to find out more*
6. Tell us how you are a good match for the skills and experience we are looking for. Tell us about any relevant work, education, training, skills and experience you have.
 - *Read through the information provided in Sections 2 and 3.*
 - *Think about your current or recent work and experiences – how might they have prepared you for the role of Project Manager?*
 - *Do you have any skills, achievements or experiences that you want to highlight?*
 - *You can talk about things that relate to either professional or life experience.*

- *Think about how your skills and experience might help you to undertake the tasks and responsibilities outlined in section 2, and how they demonstrate the skills and attributes outlined in section 3.*

7. CV (no more than 2 A4 pages) including the following:

- Name, address, up to date contact information (phone and email)
- Any relevant experience (education, trainings, jobs, volunteering, life skills) – please feel free to add background to this experience eg. responsibilities).

B. Equal opportunities and diversity monitoring form

We encourage applicants to complete our Equal Opportunities Form, which helps us monitor the diversity of our organisation and our work. Your responses will be treated with full confidentiality. If there are any questions you would rather not answer, please just tick 'prefer not to say' or skip to the next question.

Selection process

Applications will be assessed by three members of the NewBridge team and board and we assess applications using a matrix based on the answers given in your statement or audio/video application.

Please note we do not use CVs as part of the initial longlisting process, so please ensure any information you want us to see is included in your statement.

Equal Opportunities monitoring information may be taken into account at final shortlisting stage to help us achieve our diversity and inclusion goals. This is part of our commitment to taking [positive action](#) to achieve equality of opportunity throughout our recruitment process.

Interview

Interviews will be held on **Monday 14 or Tuesday 15 December**. *Please indicate in your application if you cannot make any of these dates.*

If you are shortlisted for interview, we will contact you via telephone or email, giving full details of the time, date and who you will be meeting at interview. We will be holding all interviews in line with current COVID requirements. More details will be provided closer to the time.

We will also provide you with the main questions you will be asked in advance, though we may ask some follow up questions during the interview.

Getting in touch

If you would like to find out more about this role, chat to a member of the team, or ask a question, then please get in touch and let us know at applications@thenewbridgeproject.com and include **Project Manager - Query** as the subject line and we will get back to you as soon as we can.

Due to the pandemic our phones aren't always being manned so email is the best way to get in touch.