

The NewBridge Project

Thank you for your interest in working with us at The NewBridge Project and in the role of **Programme Coordinator**. The closing date for applications is **Monday 7 December, 5pm** and interviews will take place shortly after, either in person or via video call.

This role is **specifically an entry-level opportunity for an individual from a socio-economic background currently underrepresented in the arts** - by that we mean you must be from a working class or low-income background.

We are looking for a Programme Coordinator to provide creative, organisational and administrative support across all our artistic programmes including exhibitions, commissions, events, bookshop and artist development. This role is about on the job learning, so you don't need to have had previous experience working in the arts or in a similar role.

The role is supported by *Weston Jerwood Creative Bursaries programme*, and as part of this opportunity you will also attend a series of professional development events, designed to help you learn new skills which will support you in this job and in the future.

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, curatorial 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
6. More about Weston Jerwood Creative Bursaries and Eligibility

We encourage applicants from all backgrounds to apply who have some transferrable skills and experience – this role is all about learning on the job, so if you like the sound of it but don't feel you have perfect experience, don't let that hold you back from applying as you will be supported in your development both by us and the *Weston Jerwood Creative Bursaries programme*.

Please get in touch with any questions or queries,

Rebecca Huggan, Director

1. Important dates and information

Title:	Programme Coordinator
Deadline:	Monday 7 December, 5pm
Interview Date:	Monday 11th or Tuesday 12 January
Salary:	£19,500 per annum
Hours:	Full time role, 5 days a week (equivalent to 40 hours)
Contract:	1 year beginning in February 2021 (we can be flexible on this start date if needed).
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 premise 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 we will be relocating to is also fully accessible.</p>
Working with:	The role will involve working collaboratively with the rest of the team at The NewBridge Project, and your line manager will be Niomi Fairweather, Programme Director.
Working day:	Usual office hours are 10am – 6pm, however you may be expected to work some evenings and weekends. We operate a Time Off in Lieu policy for out-of-hours work.
Flexible working	We are aware 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 happy to discuss things such as compressed hours and support some time working from home, we can have this discussion with you but do get in touch if you have any questions about this prior to application.
Equal Opportunities & Diversity	As an organisation 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.

<p>Eligibility - IMPORTANT</p>	<p>This fellowship role and accompanying professional development programme are an opportunity for an individual who must be from a working class or low-income background.</p> <p>We are not setting a 'one-size-fits-all' criteria for eligibility, and ask you to consider if you feel there are social and financial barriers to you developing a creative career, if you identify as being from a working class background, and if this fellowship would provide an opportunity that would not be available to you otherwise.</p> <p>You must be at the start of your career in the cultural sector, this might mean you have recently left college or university, you might have completed an apprenticeship, you might be in the first few years (2-5 years) of your working life - in or outside the arts, or you might be taking your first steps toward a creative career after having worked in a different sector.</p> <p>You must be looking for an opportunity to work full time at an artist-led space, and to participate in a professional development programme led by Weston Jerwood Creative Bursaries.</p> <p>Please read the information about the Weston Jerwood Creative Bursaries programme at page 9 (section 6) to find out more about the programme, and more information about socio-economic background if you are unsure you are eligible.</p>
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2. Description and Overview of role

About the role

The NewBridge Bridge runs three main strands of programme - an artistic programme, studio provision, and an artist development programme.

Through 2021 we will be running two existing and ongoing art commissioning programmes; *For Solidarity* - which networks social and environmental justice organisations in the north east and *Overmorrow* - a programme of art works that are exploring our current climate and future implications. There will also be new commissions and programmes developed by our Programme Director and Programme Committee working alongside local communities. Our professional development programmes will include *Practice Makes Practice* and *The Collective Studio*, both supported by our Artist Development Programmer.

Your role will be to provide creative, organisational and administrative support across these programmes and our organisation.

This is a multifaceted role that will provide an opportunity for 'on the job' learning with support from the team at The New Bridge Project, using and building skills and knowledge across: programme development and delivery, project management, fundraising/reporting, collaborative working, communication and engagement, marketing and arts administration.

Main tasks and things you will learn during the fellowship

This list should give a good overview of the kind of tasks you might undertake, or things that you will learn during the 1-year fellowship.

- **ARTISTIC PROGRAMME**

Assist the Programme Director, Niomi Fairweather, to develop our artistic programme, including exhibitions, commissions, projects and events.

This will be an opportunity to learn about installing exhibitions, working with artists, partners and community groups, engaging audiences and all the behind the scenes admin and organisation that goes in to producing an exhibition or project.

- **ARTIST DEVELOPMENT PROGRAMMES:**

Assist the Artist Development Programmer, Dan Russell, to deliver our artist development programmes, *The Collective Studio* and *Practice Makes Practice*.

This will include learning about: producing a fast-paced events programme, working with different speakers and workshop leaders, arranging logistics for events, and in working responsively to the needs and interests of our artistic community.

- **MARKETING**

Assist the team with marketing across print, website and social media

This will include learning about: social media marketing, copy writing, press releases, working with designers and updating websites.

- **EVALUATION**

Assist the Director, Rebecca Huggan, and staff team in collecting evaluation information from audiences, members and artists

This will include learning about data collection, IT systems such as Microsoft office, reporting to funders, and learning from evaluation and data to improve what we do!

- **GENERAL:**

- All staff uphold Health & Safety across our buildings – and you’ll have inductions and training relating to this.
- Act as a point of contact for studio members and the public, welcoming people and answering any queries.
- We are a small staff team, so we all pitch in to help each other with lots of different tasks when necessary!

3. Skills and experience we are looking for

We are looking for an individual who can bring a diverse range of experience and skills and adapt them to the role. These skills could come from work experience, but they do not have to - they could be from what you do in your spare time but tell us how they can be applied in work. For example, do you have an Instagram page or use social media for personal use, have you organised a trip for yourself or others, have you organised a social occasion like a birthday party - if yes tell us all about it!

We aren't looking for someone who has all the items listed below, as it is more important that you are enthusiastic, proactive, keen to know more about NewBridge, and eager to learn from and with our community and staff team.

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 on both on your own and collaboratively
- Work with attention to detail
- IT confident, ideally with Office (but if you aren't let us know and we can support some training)
- Happy to work as part of a small team
- Prepared to work across different locations, including office, gallery, studio environment and off-site
- Ability to juggle a number of tasks at once
- Receptive to change and the ability to think on your feet
- Willingness to get stuck in

Personal Attributes and Interests

- Friendly and welcoming manner
- Motivated and enthused by NewBridge's work and what to know more!
- Interest in art and supporting artists
- Interest in working in collaboration with local communities

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 the their needs and those of the local environment.

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 to support each other, host events, and work with artists.

Artist Development

We 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 needs and interests of our members and the wider creative community.

[*The Collective Studio*](#) is a development programme for early-career artists or recent graduate artists and creative practitioners. It provides participants with affordable studio space, opportunities to test out new ideas, and access 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 move to a new location, and are keen to 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.

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

The deadline for application is Monday 7th December, 5pm

All applications must be sent to applications@thenewbridgeproject.com with the subject heading *WJCB – Programme Coordinator 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 / audio file containing the information outlined below
- A mixture of written and video / audio application (eg. An audio application but written equal opportunities monitoring form)
- If there is another way you would prefer to apply, then please get in touch to let us know so we can see if we can accommodate this.

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. Tell us if you have any access requirements
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, then have a read through the background section or visit our website to find out more*
5. Tell us how you are a good match for the skills and experience we are looking for
 - *You can talk about things that relate to either professional experience or life experience.*
 - *Think about your current or recent experiences - how might they have prepared you for the role of Programme Coordinator?*
 - *Do you have any skills, achievements or experiences that you want to highlight?*
 - *Think about how these might contribute to the tasks and responsibilities outlined in section 2, or how they demonstrate the skills and attributes outlines in section 3.*
6. A short paragraph or sentence on your **eligibility** for the role and why you meet the criteria e.g. I am from a working-class background, I am from a low income household
 - *Please look at Section 3 – ELIGIBILITY and tell us why you are eligible for this role*

(eg. I am from a working-class background, I am from a low income background, I received a full maintenance loan at university)

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 3 members of the NewBridge team and board. We assess applications using a matrix based on the answers given in your statement or audio/video as part of initial shortlisting.

Please note we have not asked for a CV so please make sure any information you want us to know 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 11 and Tuesday 12 January 2021**. *Please indicate in your application if you cannot make either 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 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 and NewBridge, and would like to chat to a member of team, then please get in touch and let us know at applications@thenewbridgeproject.com and include *Programme Coordinator Chat* as the subject line, and we will arrange for a time for someone to give you a ring back.

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

6. About the Weston Jerwood Creative Bursaries Programme 2020-22



Weston Jerwood Creative Bursaries Programme 2020-22

This document is available to read in [Easy Read format](#), listen to as [an audio recording](#) or watch in [BSL video](#).

Cymraeg

Os byddai'n well gennych chi ddarllen fersiwn Cymraeg o'r testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi wrando ar y testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi weld fersiwn Hawdd i'w Ddarllen o'r testun hwn, cliciwch [yma](#).

This job is part of a wider programme called the Weston Jerwood Creative Bursaries, which is designed and run by [Jerwood Arts](#).

Who are we and what do we stand for?

Jerwood Arts is an independent arts funder, and we work with early-career artists, curators and producers to help them gain access to opportunities, collaborate with other artists and get ideas and projects off the ground. Sometimes we work with artists directly, and sometimes we work with organisations.

Together with organisations like the one you are considering applying to, we also advocate for the arts and cultural sector to be a more equitable and inclusive place to work. There is a wealth of information, data and academic research about the lack of diversity in the arts, and artists and arts workers continue to face exclusion based on their class origins, ethnicity, disability, gender, and other elements of their background, identity or experience. We think the system is broken, and that [positive action](#) combined with deep work by organisations is the only way for this to change. For this reason, the Weston Jerwood Creative Bursaries programme is only for those from low socio-economic backgrounds. It is also an Arts Council England Transforming Leadership programme, which is looking to nurture future leadership in the arts.

What is a low socio-economic background?

If you are from a low socio-economic background, you will most likely have been to state school, might have received free school meals as a child, or had a precarious household income when you were growing up. You might have grown up in the care system, been a young carer, or been the first in your family to go to university. Other terms people from a low socio-economic background might identify themselves with are working-class or benefit-class. If you are from a low socio-economic background you are more likely to face intersecting barriers in society, experiencing racism, ableism and other forms of discrimination. You can find out more about socio-economic diversity and inclusion, and the actions we are advocating for, in this [Toolkit](#).

How it works

The programme funds year-long salaried jobs in arts and cultural organisations, as well as providing links to wider professional and pastoral guidance where it is needed. It seeks to interrogate and remove barriers to entry and enable people to build careers in the arts with confidence and support. Over 2020-2022, we are funding 50 jobs across a range of art forms – you can read about the full list of opportunities [here](#).

What will you get from the programme beyond the job?

- **Fellows Network:** If you get this job, you will become part of a network with 49 other artists, curators and producers from low socio-economic backgrounds. We call this a network of 'Fellows'. You will all be near the beginning of your life as professional artists and creatives, starting new jobs within three months of each other. It is likely that you might have faced similar and interconnecting barriers to working in the arts

previously. Navigating institutions and new professional contexts can be tough, but you won't be doing it alone. In the past the network has produced friendships, artistic collaborations, theatre companies and a sense of community.

- **Professional Development:** Fellows will join the Professional Development programme led by [people make it work](#), which will provide support and training and will be co-created with you. This means that we will tailor the content to your needs, challenges and ambitions and work with you to ensure you learn exactly what you need to support your professional development. A key feature of this will be establishing the Fellows Network for shared learning. This programme will be delivered online, and we hope that at the end we can hold an event that brings the Fellows together in a physical space. The programme will take place over a series of live digital meetings that will enable you to get to know each other, meet and learn from alumni and share your experience of starting your new roles. These sessions will respond to your needs in terms of skills development and we imagine that some of the workshops might include networking and career progression, training as a freelancer, public speaking, CV writing and navigating organisations.
- **Mentor:** You will get a mentor (outside your Host organisation) to work with during your Fellowship. Who they are is completely up to you, and we will pay for their time. You'll also receive guidance from [Arts Emergency](#) who have significant experience in how to identify and make the most of a mentor.
- **Progression:** Throughout the programme, you'll be supported by your Host organisation and Jerwood Arts to help you work out your next steps after the year is over. This might be coaching, support with future job and funding applications, introductions to programmers and funders, or simply advice and encouragement. Jerwood Arts can provide £1,000 of additional funding specifically to support your own creative projects, research and collaborations towards the end of your time on the programme.
- **Feedback:** We've run this programme three times over the past decade (you can hear about other peoples' experiences of the programme [here](#)). Each time we learn more about what works and what doesn't, so you will be encouraged to speak to both Jerwood Arts and your Host organisation if there's anything you'd like us to reflect on, build on or change to improve it for you.

If you love the sound of the job but have questions about the Weston Jerwood Creative Bursaries programme as a whole, you're welcome to contact Sarah Gibbon, Project Manager at Jerwood Arts, confidentially on sarahg@jerwoodarts.org or 07944 903989 in advance of making an application.

Please note that if your questions are specific to the job role or the application process, these should be directed to the organisation you're applying to. You should find information about who to contact within the job pack.



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**ARTS COUNCIL
ENGLAND**



Art Fund



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