

The NewBridge Project

The NewBridge Project are looking for new Treasurer to join our Board of Trustees

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

We engage people inside our building, off-site & through digital platforms, connecting with people in our new neighbourhood of Shieldfield, the North East & nationally.

We shape our work in response to artists' & communities' needs & interests, through creative and varied collaborations & consultations & we aim to be a genuine community resource.

Over the past couple of years, our programmes have expanded, and we have moved out of the city centre into Shieldfield. Our newer initiatives include For Solidarity, a network of North east climate and social justice projects; a new programme, *Create/Disrupt* offering opportunities for non-university/traditional education routes into the arts, and a range of community activities in our new location of Shieldfield, including a youth programme. New Trustees will support NewBridge to build on our diversity, knowledge and skills.

We are looking for a dedicated and enthusiastic Treasurer to join our Board of Trustees at an exciting time of genuine growth for our organisation. Our outgoing Treasurer Ray Mills supported NewBridge from 2017, guiding the organisation through a period of financial growth and change, and is happy to be leaving with the organisation in good financial shape.

This is a rolling deadline – please get in touch with us if you are interested in becoming our new Treasurer.

This information pack includes:

1. Information about being a Trustee (what it involves and time commitment)
2. Information about the Treasurer role
3. Information about NewBridge's finances
4. How to apply & ask for more information

Information about being a Trustee

What we're looking for in a Trustee:

- An enthusiasm for and commitment to be well informed about the work and ethos of The NewBridge Project.
- A commitment to carry out the duties of a Board Member.
- The ability to work as a member of a team and a willingness to state personal convictions and, equally, to accept a majority decision and be tolerant of the views of other people.
- A preparedness to offer personal and professional skills and experience to support the work of staff when required.
- A willingness to act as a champion for The NewBridge Project.
- The ability to treat sensitive information confidentially.

We value both work and lived experiences in our trustees and you don't have to have been on a Board before either - we're more interested in the experience you bring and your interest in supporting NewBridge and the work we do. We will ensure you are supported to understand the role by our current trustees and staff, and through training.

We are committed to developing more diverse representation, and for our Trustees to reflect the communities we engage with through our work. We especially welcome and encourage applicants from people who are d/Deaf or disabled, and/or are of the global majority* who are underrepresented or not represented on our Board.

We are looking to meet the right people for these roles, so please do get in contact with us to arrange an informal conversation with our Chair, Ilana Mitchell, if you would like to find out more. Below are the general terms, and more specific details about the Treasurer role.

Commitment of Trustees:

- Attend quarterly Board Meetings: The Board meets four times a year and we would expect Trustees to attend a minimum of three of these meetings. (You can join meetings in person at the Shieldfield Centre, or virtually).
- Meetings are planned to be no longer than three hours
- Attend one annual 'away-day' with other Trustees and staff
- Prepare for Board Meetings by reading board papers sent in advance - this will usually take 1-2 hours in the week prior to a meeting
- Advocate for The NewBridge Project at specific events and meetings
- Provide support/guidance to the Director and staff team (when necessary) between Board Meetings. This may include small group working in between meetings, or one-to-one work.

Once accepted, Trustees serve an initial 3-year term which can be renewed twice (maximum 9 years) - however there is no official minimum time limit and Trustees can step down at any point as necessary.

All Trustee roles are unpaid. We support expenses to cover travel, childcare and access costs, and aim to hold meetings at times that can accommodate our trustees' work, family and personal

* Global Majority is a collective term that refers to those who make-up 80% of the world's population. By 'global majority' we refer to those of the following backgrounds; African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, South East Asian heritage, East Asian and South East Asian heritage, Middle East and North African heritage, and those who have experienced racism. By the term 'those who have experience racism', we are referring to individuals who have experience discrimination based on the colour of their skin, race and/or their culture.

circumstances. Recently our meetings have been held after 4pm on a Monday but time and day is flexible and will likely vary as we bring in more Trustees.

2. Information about being the Treasurer

Alongside the general responsibility all the Trustees share, the treasurer also has the following responsibilities:

- Ensure the Company's finances are appropriately managed and comply with relevant company laws.
- Review and approve the quarterly Management Accounts for presentation at Board meetings (this will usually take 1-2 hours each quarter, with a potential phone conversation/meeting/email with the Director ahead of the Board meeting).
- Ensure the Board maintains satisfactory systems in respect of legal, operational, and financial risk management.
- Support our Director in reviewing the annual accounts, this includes reading through the Year End Accounts, and a follow up meeting/emails with the Director and our Chartered Accountant/Independent Examiner.

3. About NewBridge's Finances

Income model

The NewBridge Project has a mixed income generation model, this comes from three main areas:

- Earned income (through studio fees, space hire, bookshop sales etc.)
- Grants (from Trusts, Foundations, public bodies and local authorities)
- Partnerships (partnerships to deliver activity)

Financial Management

The Board oversees financial direction, performance and ensures appropriate records are kept and risks managed. They are provided with management accounts, cash flows and risk registers at each quarterly board meeting. They also review Annual Budgets, Reserves and Year-End accounts at one meeting per annum.

The NewBridge staff team (principally Director Rebecca Huggan and Bookkeeper Niamh Cunningham) manage the day-to-day financial operations of the organisation, including: setting annual budgets, producing management accounts, monitoring cash flow, bookkeeping, tracking income and expenditure. Rebecca has extensive experience of fundraising and managing large scale budgets. She leads on fundraising strategy and delivery, and the organisation has a strong track record in securing funds from multiple trusts, local authorities and partners. The rest of the staff team manage project budgets on a day-to-day basis. We use Xero accounting software, enabling us to have real-time overview of our finances at any given time.

Our accountant Pete O'Hara produces annual accounts for Companies House, HMRC, and the Charity Commission, and submits our annual claim for Museum, Gallery and Exhibition Tax Relief.

You can find the charities previous accounts and annual returns here: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5098852/accounts-and-annual-returns>

How to apply

To apply please email Ilana Mitchell, Chair of the Board of Trustees on chair@thenewbridgeproject.com

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 Equal Opportunities Form)

In your application – please include:

- A CV (including your name, address and contact information)
- A statement on why you would like to be a NewBridge Trustee and what skills, experience and knowledge you would bring to the role
- Equality & Diversity Monitoring Form (available to download from our website)

This is a rolling deadline – please get in touch with us if you are interested in the role or want to apply.

Have questions or want to get in touch?

If you would like to discuss the role further or have any questions, please contact Ilana by email on chair@thenewbridgeproject.com

Both Ilana and Rebecca Huggan, Director, are available to meet in person or virtually to have a conversation before making an application.

Further information about The NewBridge Project

Vision

A space for production and presentation of contemporary art, that contributes to a vibrant, inclusive region where artists and communities can live, work and learn.

Mission

The NewBridge Project is a vibrant organisation supporting the creation of new and pioneering contemporary art 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 community. Our programme places collaboration and learning at its heart and seeks to be a genuine community resource.

About

The NewBridge Project (NB) is a vibrant organisation supporting the creation of new & pioneering contemporary art through an ambitious artist-led programme, artist development & space provision.

Our programme includes:

Artist Development: We create opportunities & environments for artists from all backgrounds & career stages to progress & thrive, developing their skills & creativity.

Studio & Workspace: Home to 120 artists, our studios, co-workspaces, workshop facilities & flexible spaces support artists to experiment & present new work, & create an environment for peer learning, social interaction & collaborative making

Exhibitions & Projects: Our artist-led programme supports artists to create ambitious new work that responds to the world we live in, exploring issues that are relevant locally & internationally. As well as stand-alone projects, we explore broader themes over long periods, working in solidarity with people & organisations working toward social & climate justice.

Work in Shieldfield: NB aims to positively contribute to the life & community of Shieldfield providing a cultural hub rooted in the neighbourhood. We do this through partnership working, listening, involving & inspiring people from all walks of life in the place they live & work.

Community hub & Public space: NB houses a gallery, artist-led bookshop, library, screening room & multiple workshops & project spaces. Our space is more than just a building; it's a public, welcoming place where people can come together to meet, make, learn & socialise.

Values

- **Experimental in our approach:** We provide artists with the flexibility to test out ideas, experiment and be radical, allowing innovative work and alternative approaches to develop
- **Artist-Led:** An artist-led ethos is embedded across our organisation, generating a responsive programme and vision that is shaped by artists' needs and interests
- **Aware and responsive to the social, political and civic landscape that we exist in:** We champion artwork that is 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 catalyst to deliver incremental change.
- **Development of artists at its heart:** We position artist development at the core of everything we do, creating informal and formal opportunities for artistic practice and talent to develop and supporting artists from all backgrounds to progress.
- **Focused on collaboration and community:** We instil a spirit of collaboration, collectivity and a community in our activity to generate peer learning, critical conversation and social interaction.
- **Solidarity:** We work in solidarity with artists, local people and community groups who are working toward social and climate justice.
- **Care:** We embed an ethos of care across our organisation, from the way we work with staff, freelancers, artists and communities, to the way we develop our programmes and policies.

Strategic Goals

In order to work towards our Vision and deliver our Mission and Values, we have the following strategic goals which form the basis of our work and Business Plan.

1. Develop artistic talent through artist development programmes, networking, curatorial opportunities and shared learning.
2. Provide opportunities for career development, employment and training within the visual arts sector in the North East of England.
3. Provide space, facilities and resources for artists in the North East of England.
4. Support the production and presentation of ambitious and pioneering new artwork outside traditional institutional frameworks.
5. Provide a welcoming environment and community hub, creating a resource and programme for artists and the local community alike.
6. Increase the number of people who experience, engage and participate in contemporary visual art, while increasing the depth and quality of their experience.
7. Nurturing a positive organisational and working culture

Company information

The NewBridge Project is both a registered charity (registered charity No: 1173849) and a company limited by guarantee (company no: 10582100) having no share capital and governed by its charitable objects and Articles of Association. A company limited by guarantee is non-profit distributing.

All Members of the Board – Directors in company law and Trustees in charity law – are also Members of the Association of the Company known as Company Members. Company Members are entitled to attend and vote at General Meetings. The Directors of the Company have certain legal, financial and fiduciary duties in law. The requirements of some funding bodies also place responsibilities on the Company's Directors.

Even though many of these duties are delegated to staff, and the Board must make clear decisions about such delegation; the ultimate responsibility for every aspect of the Company's operation lies with the Board of Trustees. It is therefore important that all Board Members ensure that they understand the history of The NewBridge Project and its current situation and keep abreast of other issues that might affect the company. Efficient work by the Company Secretary (or person performing that role) is also important.

The organisation is currently managed by:

- Director, Rebecca Huggan (+ Company Secretary) (FT)
- Programme Director, Dawn Bothwell (FT)
- Studio & Members Manager, Ruby Glover (FT)
- Artist Development Programmer, Dan Russell (PT)
- For Solidarity Coordinator, Hannah Kirkham (PT)
- Community Coordinator, Elaine (PT)
- Create/Disrupt Project Manager, Izzy (PT)
- Marketing Coordinator, Kitty (PT)
- Bookkeeper, Niamh (freelance)

This role specification is intended to act as a checklist of these responsibilities and to define any other duties expected of Board Members. It is intended to be a helpful document to assist with the smooth running of the Company.