

The NewBridge Project

Thank you for your interest in working with us at The NewBridge Project and in the role of **Bookshop & Reading Room Coordinator**.

The closing date for applications is **Monday 10th October, 12noon** and interviews will take place shortly after, either in person or via video call.

The Bookshop & Reading Room Coordinator is a new, part-time role that oversees the day-to-day running of both spaces, alongside providing a friendly and knowledgeable face to visitors and making both spaces comfortable and welcoming.

It is a creative and administrative role, and we are looking for someone who is passionate about books, writing and publishing, and is excited to work across these two spaces to source new and exciting stock and artworks, build relationships with artists, writers and publishers, and who is passionate about creating welcoming, safe spaces for people to learn, read and shop.

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. How to apply:
 - Details and guidance on how to apply
 - Selection process
 - Interview
 - Further support and queries
5. Background information about The NewBridge Project, specifically highlighting key projects and information that relate to this role

We want to be as transparent and accessible as possible throughout all stages of recruitment, so please do get in touch with us, or sign up for a one-to-one chat as part of our open day if you have any questions about the role and application process.

We look forward to hearing from you soon,

Rebecca Huggan, Director



People in NewBridge Books, during tour and meal with *Inland Academy*, The NewBridge Project, May 2022

1. Important dates and information

Title:	Bookshop & Reading Room Coordinator
Deadline:	Monday 10 October, 12noon
Interview Date:	Tuesday 18th – Thursday 20th October (day TBC)
Salary:	£21,500 pro rata (£8,600 per annum for 2 days per week)
Hours:	16 hours per week (can be worked across 2 or 3 days), worked between Wednesday – Saturday.
Contract:	<p>Fixed term contract until March 2024 (the extension of the role beyond this is funding/bookshop income dependent but we anticipate it to be a permanent role)</p> <ul style="list-style-type: none"> - Probation period: 3 months - Notice period: 2 months

Location:	<p>Your usual place of work will be The NewBridge Project, Shieldfield Centre, 4-8 Clarence Walk, Newcastle upon Tyne, NE2 1AL</p> <p>The role may also include some off-site work.</p>
Working with:	<p>The role will involve working collaboratively with the rest of the team at The NewBridge Project</p> <p>You will be line managed by our Operations and Reporting Manager (currently being recruited).</p>
Working day:	<p>Usual office hours are 10am– 6pm.</p> <p>Your working days will coincide with times that The NewBridge Project is open to the public, this is Wednesday – Friday, 12-5pm and every other Saturday, 12-5pm.</p> <p>The staff team take it in turn to work Saturdays, which will normally amount to one Saturday every 6-8 weeks.</p> <p>You may be expected to work some evenings and weekend when events are taking place.</p> <p>We operate a Time Off in Lieu policy for out-of-hours work.</p>
Flexible working:	<p>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 and can discuss options such as working your hours over part-days.</p> <p>We can discuss this at interview but do get in touch if you have any questions prior to application.</p>
Equal Opportunities & Diversity	<p>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> <p>We are committed to developing as an organisation and to better reflect the communities we engage with through our work. In particular we welcome and encourage applications from people who are d/Deaf or disabled, who are working class or from a low socio-economic background, and/or are from the global majority*, who are currently underrepresented across our organisation.</p> <p><i>*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 experienced racism', we are referring to individuals who have experienced discrimination based on the colour of their skin, race and/or their culture.</i></p>

2. Description and Overview of role

About the role

The Bookshop & Reading Room Coordinator is a new, part-time role that will oversee the day-to-day running of NewBridge Books and The Reading Room. It is both a creative and administrative role, ideal for someone who is passionate about books, writing and publishing, who wants to connect with artists and producers, who is organised, and has transferrable experience working in a forward-facing role.

NewBridge Books is a shop that is unique to the North-East region in providing diverse, original and hard-to-find books, magazines, zines and art writing from independent and radical publishers and artists who self-publish, alongside artworks made by local artists and communities. This new role comes at an exciting time following the recent move of NewBridge Books to Shieldfield, at a time when we are keen to expand and diversify what we stock – so the Coordinator will have an opportunity to put their own stamp on the shop, what we sell and input ideas for its accompanying events programme.

The Reading Room is library and free resource where people can read, learn, listen and share ideas. It is a national project created in partnership with Pluto Press and Left Book Club. The Coordinator will have the opportunity to work with these publishers alongside a network of cultural and community spaces across the country who have their own reading room spaces, and to support the development of an events programme including reading groups and author talks.

The role will include researching and sourcing new stock through building relationships with artists, writers and publishers, supporting the development of an events programme across both spaces, coordinating stock and displays, marketing (website, social media and print), administration (including updating our inventory with sales and payments) and managing sales. It is also a forward-facing role where you will offer a friendly welcome to visitors and create comfortable and welcoming spaces for people to learn, read and shop.

We are keen to meet candidates who share NewBridge's values and commitments to working in solidarity with and supporting the artists and communities around us and encourage applicants from all backgrounds to apply who have experience and skills that would support you to do this role.

You can find out more about NewBridge Books, The Reading Room, and NewBridge's work in the 'about' section on page 9.

Main tasks and responsibilities

NEWBRIDGE BOOKS

Stock and shop coordination

- Research and approach independent publishers, artists, writers and distributors who will be a good fit for NewBridge Books.
- Maintain, develop and build relationships with stockists including artists, writers and independent publishers, to expand and diversify what we stock in the shop.
- Create bookshop displays, organise stock and the bookshop space

Events

- Support the development and delivery of bookshop events – including readings, book launches and workshops
- Support with the set up and running of bookshop events

Sales

- Process in-person sales via cash and card
- Manage online sales, including posting orders and updating stock levels across different platforms
- Maintain the bookshop inventory to record all sales and ensure suppliers are paid
- Send quarterly updates on sales to all publishers and artists (where required)
- Arrange payment of any accounts outstanding (once due)
- Use CMS system to update the online bookshop (you will receive training on this). This will include taking photographs of stock, adding items to the online shop, and ensuring this is updated to reflect in-person shop sales
- Monitor stock between online shop and physical shop space (eg. if we sell the last copy of something in store, update to sold out on the website)

THE READING ROOM

Meetings and events

- Attend monthly online meetings with The Reading Room partners when possible
- Support the Programme Director to develop and deliver an events programme which will include reading groups and events with authors.
- Support the setting up and running of The Reading Room events

Books

- Support with the annual stock order from Pluto Press
- Keep The Reading Room organised, neat and tidy
- Where applicable, research and recommend new books for the library, particularly with a focus on local writers, resources and artists
- Create a welcoming space for people to browse and read
- Manage Reading Room loans, ensuring system is maintained for recording loans, and that people are contacted in good time for returns.

GENERAL

Creating a welcoming environment

- Provide a friendly and warm welcome to NewBridge and the bookshop
- Chat to visitors about the bookshop, help them to explore different books and items
- Provide information to visitors on the current and upcoming exhibitions and events
- Ensure the bookshop is clean, tidy and welcoming

Marketing

- Create a new bookshop mailing list, and create email campaigns with updates on new stock and events
 - Create content for and manage the NewBridge Books Instagram
 - Contribute Reading Room and NewBridge Books content to NewBridge's main social media (Facebook, Instagram, Twitter)
 - Add information to the NewBridge website and provide information for printed programmes for Bookshop and Reading Room events
 - Add new stock items to the online shop
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3. Skills and experience we are looking for

We don't expect people to have direct experience of everything on the job overview – we encourage applicants from all backgrounds to apply who have direct and transferrable skills and experience that would support you to do this role.

If you have other skills, passions or strengths that would make you well suited to the role, but which aren't included in the list below, please tell us about them in your application.

Experience and Knowledge

- Experience in working in a forward-facing role where you have engaged with visitors, customers etc.
- Experience of using Microsoft Office (including spreadsheets to keep records)
- Experience of basic administration
- Knowledge and/or interest in books, print culture, independent publishing

Skills

- Work with attention to detail
- Ability to work well as part of a team
- Ability to manage own workload effectively
- Good organisational skills, with the ability to show initiative
- Good written and verbal communication skills

Personal Attributes

- Motivated and enthused by NewBridge's work, and by NewBridge Books and The Reading Room
 - A friendly and welcoming manner
 - Ability to communicate with a range of different people
 - Commitment to diversity, equity and inclusion, environmental sustainability, and social justice
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4. Information & Guidance on how to apply/selection process

The deadline for applications is Monday 10th October, 12noon

All applications must be sent to applications@thenewbridgeproject.com with the subject heading *Bookshop & Reading Room Coordinator*

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 (e.g. an audio application but written Equal Opportunities Form)

If you require any adjustments to the recruitment process, 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 1.5 A4 page or 5 minutes in total) including the following:

- Your name
- Your pronouns - tell us how you like to be referred to such as she/her, he/him, they/them
- The job you are applying for
- Any access requirements or adjustments you want us to know about

- **Why you want this role?**
 - ***This is the most important part of your application – and we use the statement (without CV) to inform our initial shortlisting.***

 - *Think about the role and the organisation – what interests you about NewBridge, the bookshop and The Reading Room? What about this role appeals to you? What do you hope to get out of this role?*

 - Tell us how you would approach the role of Bookshop & Reading Room Coordinator at NewBridge, and what you would like to bring to the role and organisation.*

- 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 in relation to the information we have provided in Sections 2 and 3. What skills, experience and attributes would help you to do the job? How does current or recent work and experiences match the criteria for the role?*

B. CV (no more than 2 A4 pages or 3 minutes) including the following:

- Name, address, up to date contact information (phone and email)
- Any relevant experience (education, trainings, jobs, volunteering, life skills)
- Please include background such as roles, responsibilities or projects for specific items on your CV.
- 2 references

C. 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 at least three members of the NewBridge team and a Board member, and we assess applications using a matrix based on the answers given in your statement or audio/video application. Please note this scoring matrix is based on the skills and experience outlined in section 3.

We will primarily use your statement for our assessment so please ensure any information you want us to see is in your statement rather than your CV.

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 between **Tuesday 18th – Thursday 20th October (day TBC)**.

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 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're thinking of applying for the role but still have some questions, we are holding an **Online Open Day** on the morning of Thursday 29th September, where you can sign up to have a chat with Rebecca (Director) about the role.

Please sign up for a slot **HERE**.

Once your appointment is confirmed we will email you a zoom link, or we will request a phone number to reach you by telephone if you'd prefer.

We are also happy to answer written questions via email, please send your query to applications@thenewbridgeproject.com with the subject heading **Bookshop & Reading Room Coordinator Query**. Please don't leave it too late with any questions though, so we can make sure we have time to get back to you!



5. 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 those of the local environment.

NewBridge Books

NewBridge Books is a shop that is unique to the North East region in providing diverse, original and hard-to-find books, magazines, zines and art writing from independent and radical publishers and artists who self-publish, alongside artworks made by local artists and communities.

It provides a resource and a platform for artists, writers and makers who write, publish and make books, stocked alongside gifts and artworks made by local and national artists, as well as items made through our programme of community and open-access workshops.

Our stock includes books, zines and magazines that explore visual art, photography, politics, environment and sustainability, poetry and more. We source stock through relationships with distributors or independent publishers, and through open submission where artists can sell their work with us.

NewBridge Books is the entry point to NewBridge's space and studios, and provides space for welcome, conversation, and a place to meet. It acts as an event space and hosts a programme of book launches, talks, poetry readings and reading circles centred around print and publishing, creating space for shared learning and exchange.

Previous events have included:

Book launch: Daily Weeding by Kuba Ryniewicz

Thursday 27 November, 2021

Our first book launch at our new Shieldfield shop was *Daily Weeding*, a new photobook which documents the fantastic and banal daily life of photographer Kuba Ryniewicz and his friends in Newcastle. The book was conceived as a family photo album. The launch was accompanied by an exhibition of photographs from the book.

INCURSIONS WALK X Art Licks #26

Monday 11 October, 2021

Art Licks #26 was produced in collaboration with The NewBridge Project, and shone a light on the practices of artists, curators and writers based in the North East through exploring the theme *Radical Gestures*. Contributors included Archie Smith and Kitty McKay with their project INCURSIONS, who ran a special edition of their regular walking event to mark the release of the magazine, which ended at NewBridge's old Gateshead space for food and drinks.

Online Book Launches

June 2020 – September, 2020

During lockdown we hosted a series of online book launches, which are hosted on the online resources page of our website. These included an [online conversation](#) to launch *Inside a Gleaming Feeling*, by Craig Pollard and Jess Higgins, [three new videos](#) by Sophie Taylor to mark the launch of her zine *gosh this is hard*, and [Queer Quaranzine Readings](#) to mark the launch of a new zine of works made by The Queer Dot and collaborators.

Book Launch: All Particles and Waves

Thursday 5 March, 2020

We celebrated the launch of a new poetry collection by David Spittle, published by Black Herald Press with an event that included an audio performance by Boy Latex, poetry readings by Wendy Heath, and David Spittle, plus short films inspired by the collection.

You can browse all previous bookshop events and exhibitions [HERE](#).

The Reading Room

The Reading Room is a new collaborative project where people can read, learn, listen, and share ideas. The space is open Wednesday – Friday and every other Saturday. It's a physical space next to the NewBridge Gallery that is open to the public – and people can sit and read in our co-work space, or borrow books to take home.

The Reading Room is a national project, and we have partnered up with other spaces across the country to create libraries stocked with thought provoking books, where reading groups and

opportunities to meet authors are being established, providing resources and activities that hope to catalyse creativity, collaboration and conversation.

The organisations involved share a common goal – to support and empower people within their communities. This project has been initiated in partnership with independent publisher Pluto Press, and the Left Book Club. Over time the aim is that each local hub will develop to reflect and serve the community within which it sits, making each space responsive and unique.

As well as physical library spaces, The Reading Room will open up forums to debate local issues that affect everyday lives. Taking the lead from our communities, these topics may include inequality, the environment, precarious employment, LGBTQ+ issues, structural racism and much more.

Current Reading Room partners include Pluto Press, Left Book Club, The Sustainable Studio, The Other MA and Left Bank Leeds.

Previous (and upcoming) events have included:

Launch of Suhaiymah Manzoor Khan – Tangled in Terror: Uprooting Islamophobia

Tuesday 22 March 2022

A thought-provoking discussion guided by Preti Taneja in conversation with Suhaiymah Manzoor-Khan about her new book, *Tangled in Terror: Uprooting Islamophobia*. The conversation moved far beyond superficial discussions of Islamophobia as a moral deficiency and instead asking difficult questions about a world-system founded on dehumanization, occupation and destruction. The discussion invited people to question not only the interconnected nature of Islamophobia with other oppressions, but also the ways that language hides and obscures such violence, the ways we may use language to resist such violence, and more.

Anti-capitalist Fashion Week – national launch of The Reading Room

Friday 16 – Tuesday 20 September 2022

The national launch of The Reading Room is a series of events taking place over a week that launch and explore *The Anti-Capitalist Book of Fashion* by Tansy E Hoskins. NewBridge's programme expands on the environmental focus of exhibition *Habit, Ability!* by highlighting ways of working, thinking, and acting which challenge the current fashion industry within the dominant Capitalist system. The programme includes the presentation of new artworks and a series of events and workshops with Laura Harrington, Michael Crang, Hannah Kirkham, Katie Pollard, Clare Ogah and The Wardrobe.



The Reading Room, The NewBridge Project, Shieldfield Centre, 2021

Our other main areas of activity at NewBridge include:

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.

We aim to deliver an artistic programme that is artist-led and experimental in its approach. NewBridge staff work alongside a Programme Committee to shape and deliver an artistic programme with a diverse curatorial voice, which supports the production and presentation of new artwork through exhibitions, commissions, off-site projects, our bookshop and events.

As well as stand-alone projects and commissions, we explore broader themes over long periods which inform one-and-other, and the way we develop our public programme and organisation. These have included, *Hidden Civil War*, which explored austerity and inequality in the wake of the EU referendum; *Deep Adaptation* which considered how social, political and economic issues could be understood in relation to climate change; and *For Solidarity*, an ongoing project which has mapped and established a network of organisations, communities and individuals who are working toward social and climate justice, and exploring alternatives to the mainstream economic system.

Artist Development

We have three strands of artist development, 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 rolling 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 an annual development programme for early-career artists or recent graduate artists. It provides participants with affordable studio space, opportunities to test out new ideas, and access a training programme of events, mentoring and socials.
- ***Create/Disrupt*** – A new development programme which supports those with no university degree and / or who face barriers to developing their artistic skills or a creative career. This programme includes free, skills workshop, and dedicated programme co-created by a cohort of participants.

Studios & Workspace

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.

The NewBridge Project provides affordable and accessible studio and project spaces for artists and creatives in the North East. The workspace is a critical and collaborative community, that allows artists to discuss and develop new ideas and projects. We have recently moved to a new building at the Shieldfield Centre, which is home to around 110 artists. The space houses studios, co-work spaces, member-led workshops, flexible project spaces for making and presenting work, and our public gallery space and bookshop.

Space and Community

The NewBridge Project creates a welcoming and public space, and we aim to provide a resource for the creative and local community alike. This includes a programme of cultural, social and education activity including events, creative workshops and communal meals.

We are proactive in listening and learning from everyone we work with, from our studio members to the wider creative community, audiences, local communities, audiences and residents – so that we can ensure we are producing programmes and facilities that are relevant, timely and responsive to the interest and needs of the people we work with and place we work in.

We work in exciting, innovative and unique ways to develop and nurture relationships with individuals, communities and audiences, creating spaces for deep listening and learning.