



NEWLYN ART GALLERY & THE EXCHANGE

JOB OUTLINE: PROGRAMME PRODUCER (DIGITAL)

Job Title	Digital Producer
Salary	Band 5 £20,315—£24,257
Employment term	Full-time, fixed term until end of March 2022
Days / hrs of work	37.5 hours per week, usually Monday to Friday
Line Manager	Programme Curator [Exhibitions]

Fathom, Simon Faithfull, The Exchange, Summer 2019



PURPOSE OF THE PROGRAMME PRODUCER (DIGITAL):

The Programme Producer (Digital) will work closely with the Programme and Marketing Teams to design and deliver ways to both enhance experiences for visitors and extend our activities beyond the gallery through digital access and engagement. We want our galleries to be enjoyable, informative and surprising spaces which provide innovative ways to engage with contemporary art. Your job will be to help us achieve this by using digital technologies to create content in imaginative, meaningful and exciting ways. We are looking for applicants who have knowledge of a range of digital technologies as well as ideas about how to use these to engage our existing visitors and new audiences.

TO SUMMARISE,

THE JOB OF PROGRAMME PRODUCER (DIGITAL) INVOLVES:

- Creating, developing, testing, and sharing innovative digital content for our programme of exhibitions and events.
- Identifying and using ways to engage new and remote audiences using digital technology.
- Working closely with the Programme Team in exhibition and event planning and production.
- Creating content for online marketing and contributing to the gallery's social media platforms.
- Providing training for staff and volunteers in the use of digital technologies where needed.
- Attending training for own development where required.

WE ARE LOOKING FOR SOMEONE WHO:

- Has practical, hands-on knowledge and experience of a range of digital technologies. (E)
- Is a creative thinker who enjoys working in a hands-on way. (E)
- Is a skilled user of social media. (E)
- Is able to work independently, with support where required. (E)
- Has a positive and helpful attitude and is able to work well in a small team. (E)
- Has a positive attitude to the work of Newlyn Art Gallery & The Exchange and is enthusiastic about the ability of the arts to inspire, delight and bring about positive change. (E)
- Has working knowledge of Adobe Creative Suite and editing software (D)

E – Essential– We would expect all applicants to demonstrate these to make the interview shortlist

D – Desirable - Demonstrating these would significantly strengthen your application

To apply for this job, please complete the attached application form.

Good luck with your application.