



NEWLYN ART GALLERY & THE EXCHANGE

JOB OUTLINE: PROGRAMME PRODUCER

Job Title	Programme 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 [Learning]

Europe After The Rain, Newlyn Art Gallery, Summer 2019



PURPOSE OF THE PROGRAMME PRODUCER:

The Programme Producer will work closely with the Programme Team to help create a range of new exhibitions and events, so we are looking for applicants who are organised and practical as well as being creative thinkers and doers. You'll need to be able to work well in a small team, have a positive and helpful attitude and be comfortable working to deadlines.

You will carry out administrative tasks in support of the Programme Team, including making phone calls, writing and responding to emails, working with spreadsheets and preparing printed material for visitors, staff and other organisations.

You will also be involved in the day-to-day running of the programme, which might include delivering or supervising activities in the gallery, including talks and tours, school visits and workshops. You will work closely with the Programme Producer (Digital) and Marketing Manager to develop online and digital engagement related to the exhibitions. Above all, we are interested in your ability to be able to carry out this role, which is not dependent upon qualifications, but relevant skills and transferable experience.

We are passionate about encouraging more and different types of visitors to use our galleries, and the Programme Producer will play a key role in this work. We'd like to welcome more children and young people to the gallery and encourage older people to visit more regularly too. We want to encourage more people with disabilities or other protected characteristics to feel welcome here, so if you have any experience of the kind of barriers these visitors might face, that could be very useful.

Bedwyr Williams, Newlyn Art Gallery



TO SUMMARISE, THE JOB OF PROGRAMME PRODUCER INVOLVES:

- Working closely with the Programme Team in all aspects of exhibition and event planning and production.
- Carrying out administrative tasks related to putting on the programme of exhibitions and events.
- Delivering and/or supervising activities in the gallery and off-site relating to the programme.
- Working collaboratively with the Programme Producer (Digital) and Marketing Manager, whose focus is online and digital engagement.
- Contributing to and creating content for marketing materials.
- Attending training for your own development where required.

WE ARE LOOKING FOR SOMEONE WHO:

- Is a creative thinker who enjoys working in a practical and hands-on way. (E)
- Has good attention to detail and great visual presentation skills. (E)
- Has excellent communication skills. (E)
- Has good administrative skills and a working knowledge of Microsoft Office. (E)
- Is able to work independently, with support where required. (E)
- Has great people skills and is able to work well in a small team of people. (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. (D)
- Has experience of working with members of the public. (D)

E – Essential - We expect all applicants to demonstrate these to make it to 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.



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