

NEW LIGHT REAL NORTHERN ART

Established in 2010, New Light celebrates and promotes Northern art, supporting both well-known and emerging artists by offering some of the region's best awards and opportunities with the biennial New Light Prize Exhibition, which is fast becoming one of the UK's largest and most talked about open exhibitions. In a bid to make contemporary art more accessible, our Art for All education programme runs alongside the Prize Exhibition. This includes talks, workshops and school projects.

Through the New Light Collection, we aim to make the best in Northern visual arts available to more people, by loaning pieces from the Collection free of charge to public bodies and charities. This results in more people experiencing the thrill of having art of the highest quality displayed on their walls.

The common thread through all we do is a deep belief that the visual arts matter and the North of England deserves to be celebrated.

We are seeking a freelance **Exhibitions/Project Manager** to oversee our showcase event, with its multi-venue tour and £15,000 in awards and prizes. You will be committed to delivering an exhibition and education programme of the highest standard by:

- managing the Prize Exhibition schedule, from the Call to Entries through to the end of the four venue tour.
- working alongside each touring venue to deliver individually tailored 'Art for All' education programmes.
- working alongside each touring venue to deliver a press and marketing strategy to gain coverage across all media.
- manage a small, but dedicated team, alongside freelance expertise.
- oversee contracts, budgets, payment and travel; communicate the operational needs of assigned events to all necessary.

You will have a flexible and proactive approach to the work involved and able to balance multiple projects and priorities. You must be able to work well and communicate with a wide range of people, including internal and external stakeholders at all levels. With demonstrable experience of coordinating exhibitions and/or events to the highest standard; you will be well organised with outstanding administration and project management skills and enjoy working as part of a team, and also independently. Solutions-focused, with a can-do attitude to resolving issues as they arise, you will have a broad knowledge and understanding of the arts sector and be committed to working hours as required to deliver Prize Exhibition to the expected outstanding quality.

Working alongside our part-time Operations Co-ordinator you will:

PRIZE EXHIBITION:

- Finalise all the touring venues
- Finalise and work alongside a panel of highly-respected judges
- Finalise existing (and find new) award and exhibition sponsors
- Liaise with chosen venues about tour dates, education programmes, advertising/marketing budgets and general logistics

- Call for Entries
 - o Set dates, targets and budgets
 - o Work with freelance PR on media and advertising campaigns
 - o Work with venues' own PR/Marketing departments on Call for Entries campaigns
 - o Create and carry out social media campaign (both creating daily posts and keeping an eye on replies/messages etc)
 - o Keep website up to date, as well as writing relevant news stories to post whilst the Call for Entries is ongoing
 - o Oversee online entry system
 - o Oversee marking of works entered
 - o Oversee number of works selected with host venues
 - o Oversee day-to-day running of Call for Entries
- Oversee the design and print of the Prize Exhibition catalogue
- Sell advertising space in Prize Exhibition catalogue
- Produce an online version of Prize Exhibition catalogue
- Design such things as adverts for magazines and publications, exhibition panels, social media posts etc
- Oversee organisation of Private View at the four venues
- Oversee PR/advertising campaign for launch of the Prize Exhibition, working with freelance PR, venue PR and independently
- Organise travel of judges, sponsors and New Light guests
- Organise post-Preview meal/accommodation for judges, sponsors and New Light guests
- Organise photographer for Private View evenings
- Oversee PR/advertising campaign for whilst the Prize Exhibition runs.
- Create and carry out social media - running up to launch and throughout exhibition
- Oversee education programme
- Update website with all selected works, information about artists etc.
 - o Keep website up to date, as well as writing regular news stories to post whilst the exhibition is on
- Deal with any problems that arise whilst the exhibition runs
- Organise and oversee storage and delivery of work between venues and logistics of collection/delivery of work
- Collate and oversee all budgets concerning the Prize Exhibition
- Arrange payment to artists for sold work and 'balance the books' with each individual venue

ART FOR ALL

- o Work with individual venues on the 'Art for All' education programmes
- o Concepts, ideas and aims for education programmes
- o Budgets for programmes
- o Find, then work with chosen practitioners on education programmes
- o Work on both pre and post programme PR, including photographers, press releases, social media and website.

OTHER:

- Find future venues, judges and sponsors for Prize Exhibition
- Ideas and implementation of other fundraising ideas
- Regular updates on social media to keep all three platforms up to date and visually fresh

- Regularly liaise with New Light's main Patron, possible future sponsors/judges/venues
- Write and design any other New Light literature, brochures etc
- Oversee all financial accounts
- Build relationships with artists across the North of England
- Deal with everyday enquiries from all manner of people, about all manner of things
- Build the New Light 'brand'
- Oversee the work of the Operations Co-ordinator

Skills and abilities (essential)

- Experience of working in a freelance role
- Minimum 3 years relevant work experience
- Exhibition/Project management or project coordination experience
- A knowledge of the concept of an 'open exhibition'
- Excellent organisational skills, with the ability to stay calm under pressure and prioritise workload to accommodate urgent tasks.
- Excellent verbal and written communication skills, with the capacity to produce carefully presented, accurate and accessible letters, emails and other copy.
- Knowledge of devising , implementing, monitoring and evaluating projects
- High degree of IT literacy, including proficiency in using all Microsoft Office applications, plus Wordpress, Mailchimp, Dropbox and WeTransfer
- A working knowledge of Social Media, especially Facebook, Twitter and Instagram
- High level of financial literacy and accuracy with numbers.
- Strong interpersonal skills, with an ability to build effective working relationships with a range of colleagues and stakeholders, in a positive and diplomatic manner.
- Ability to work unsupervised and under own initiative, with flexibility in relation to ways and times of working

Skills and abilities (desirable)

- PR and Marketing experience
- Graphic design skills
- Knowledge of image handling applications e.g. Photoshop, InDesign
- Experience of using databases
- Experience of working with/developing volunteers
- Educated to degree level in a relevant subject, or good general working knowledge of contemporary art, or experience of working in the visual arts (including voluntary/freelance roles)
- Experience of developing outreach activities in local communities
- An understanding of safeguarding and child protection and understanding of current Safeguarding, Health and Safety , Equal Opportunities and Data Protection Act legislation
- A keen interest in the visual arts, curation, learning & engagement, cultural governance and/or arts administration and an ambition to develop a career in the cultural sector

It is expected that the role will be approximately **14 -18 per week**, which may increase at particularly busy times. **The hourly freelance rate is £15 per hour.**

To apply please email your C.V. and covering letter to Penny Hartley at info@newlight-art.org.uk. The deadline for applications is **Wednesday 15th May 2019.**