

New Contemporaries Recruitment Pack Programme Assistant

New Contemporaries

Established in 1949, **New Contemporaries** continues to be the leading and longest-running open submission, touring exhibition for emerging artists. New Contemporaries identifies, nurtures and promotes emerging artistic talent and remains as relevant today to emerging artists through its ability to be proactive, resilient and adaptable to an ever-changing art world.

New Contemporaries is open to all final year undergraduates and current postgraduates of Fine Art at UK colleges, and artists one year out of college. Our open call has recently been opened up to include artists who are participating on alternative, non-degree awarding programmes. Artists and their works are selected from open submission by an invited panel of artists, curators and critics. The selectors for the 2017 iteration were artists Caroline Achaintre, Elizabeth Price and George Shaw.

New Contemporaries emphasis on the continuing development of artists' practices as they transition from education to professionalisation is one of its key strengths. It provides a professional platform, beyond the context of art school, for artists' work to become visible and be discussed often for the first time. Through the exhibition and professional development sessions, artists are given the necessary skills and knowledge to navigate an increasingly sophisticated art world.

New Contemporaries has a national remit. Since 2011, New Contemporaries has worked with major institutions including BALTIC, Gateshead and Liverpool Biennial, as well as spaces identified with artists' production such as Primary, Nottingham and Spike Island, Bristol. Importantly the show is launched outside the capital, giving national audiences its first view before it travels to London.

New Contemporaries is a company limited by guarantee and a registered charity, governed by a voluntary Board of Directors. It currently employs a Director, Development Manager, Programme Manager and Programme Assistant. This staff team is supported throughout the year by freelance consultants. New Contemporaries is currently looking to recruit a new Programme Assistant to join its staff team.

New Contemporaries is a National Portfolio Organisation of Arts Council England and Bloomberg Philanthropies are the current title sponsors of the annual exhibition. A close working partnership with both funders has existed for a number of years.

For further information on New Contemporaries history and recent exhibitions please see www.newcontemporaries.org.uk

JOB DESCRIPTION

Job Title: Programme Assistant

Responsible to: Programme Manager

Salary: £22,000 to £25,000 (pro rata, depending on experience)

Hours of work: 3 to 4 days per week (negotiable)

Conditions: Permanent

Deadline for applications: 10am 4th December 2017

Applications via recruitment@newcontemporaries.org.uk

THE ROLE

New Contemporaries is led by a Director and supported by a Programme Manager and Development Manager.

The Programme Assistant works closely with the Director and Programme Manager providing support for: submissions to and the selection process for our annual open call; the resulting touring exhibition and publication; other activities such as studio bursaries, educational symposia and artists' mentoring. The post also encompasses communication through New Contemporaries online platforms including website and social media.

The main responsibilities of the Programme Assistant are as follows:

Submissions & selection

- Liaise with UK art institutions to encourage submissions from across the country through email, social media and other appropriate mechanisms;
- Provide administrative support to the Programme Manager in all other operational aspects of the open call and selection process;
- In consultation with the Programme Manager, lead on the process of submission checking and manage the team of freelance submission checkers.

Exhibition & catalogue

- Assist staff with all aspects of the administration associated with the annual exhibition's delivery including, but not restricted to, the generation of power points and spread sheets, liaising with artists to make logistical arrangements, condition checking, exhibition labelling and exhibition opening;
- Assist with the production of the accompanying exhibition catalogue including, but not restricted, to the collation of images and biographies.

Web & social media

- Actively and creatively feed into development of New Contemporaries Digital Strategy;

- Work with New Contemporaries staff to collect, produce and edit written web content, monthly newsletters, artist blogs and social media takeovers to promote exhibition and events;
- Monitor and update site content to ensure information displayed is accurate, current, and relevant to audiences;
- Monitor New Contemporaries online profile and provide documentation and analytics as required;
- Lead on the scheduling of social media posts to maintain New Contemporaries positive public presence by presenting company and alumni activity;
- Lead on the editing and posting of artists' blogs and social media takeovers;
- Share opportunities and resources with partners and other users as appropriate.

Studio Bursary & Residency Programme

- Work closely with the Director and Programme Manager to lead on the promotion of New Contemporaries studio bursaries and residencies to alumni;
- Co-ordinate all aspects of these opportunities with recipients and New Contemporaries partners including, but not restricted to, the issuing of contracts;
- Be actively involved in studio visits and other alumni related activity.

Audience Development & Public Programmes

- Assist in the collating of data relating to submissions and audiences;
- Assist with the logistical arrangements for New Contemporaries public programming.

Database

- Maintain and regularly update the database of contacts including ensuring that alumni details are up to date;
- Ensure that the database is integrated with information channels such as the monthly newsletter, e-invites and social media.

General

- Answer email and online enquiries;
- Minute Board meetings;
- Attend exhibition previews, press views and special events as required;
- Increase knowledge and engagement with the work of New Contemporaries;
- Any other duties as reasonably requested.

PERSONAL SPECIFICATION

Experience

- Degree in Art History, Theory or Practice, or equivalent experience;
- A good knowledge of contemporary artistic practices and debates;
- At least one-year experience of arts administration and working with artists.

Skills

- Excellent administrative and organisational skills;
- Impeccable written and verbal communication skills;
- Excellent social media skills;

- Attentive to detail;
- Ability to work to deadlines;
- High level of computer literacy;
- Faultless time management;
- Ability to use analytics and generate statistics.

Qualities

- Ability to work in a fast paced, energetic and demanding environment;
- Ability to work in a small team and independently, remaining calm under pressure;
- Ambitious and target driven;
- Flexible approach to work;
- Highly organised and self-motivated;
- A genuine understanding of and support for New Contemporaries artistic vision.

Conditions of work:

- £22,00-£25,000 pro rata depending on experience
- Notice period: 1 month in writing on either side
- Probationary period: 6 months
- Place of employment: First Floor, Rich Mix, 35-47 Bethnal Green Road, London, E1 6LA

Benefits:

- Holidays: 25 days (pro rata equivalent) + statutory holidays
- Auto-enrolment into NEST pension scheme
- Training and mentoring opportunities

HOW TO APPLY:

If you wish to apply for the post of **Programme Assistant**, New Contemporaries, please send the following information which will be treated in strict confidence:

- A **covering letter** expressing your interest in the role and your relevant experience, paying particular attention to the job description and person specification (maximum one side of A4).
- A copy of your **current CV**.
- Contact details of **two referees** one of whom should be your current or most recent employer. We will not contact your referees until after interview.
- **(OPTIONAL)** A completed **Equal Opportunities Monitoring Form**.

Applications should be sent by email to recruitment@newcontemporaries.org.uk. Please clearly indicate in the subject line that you are applying for the Role of Programme Assistant.

Deadline for applications: 10am 4th December 2017

It is anticipated that interviews will be held on the 15th December 2017.

We will automatically acknowledge receipt of all applications by email. If you have not heard from us by the deadline date, please contact us to confirm that your application has been received.

Please note we are unable to give feedback on individual applications.