

THE BRIGHT
FOUNDATION

Programme Coordinator & Duty Manager Recruitment Pack



Hastings and St Leonards-on-Sea
November 2023



Summary

Thank you for your interest in the **Programme Coordinator & Duty Manager** role with The Bright Foundation in Hastings, East Sussex. It's a really exciting time to be joining us after a hugely successful first year of delivery at the Barn Theatre and Museum, and as we prepare to launch our second venue – the Benbow Arts Space in St Leonards-on-Sea.

This is a brand new post for the organisation. You will organise the programme of creative learning for children and young people at both our venues, and be responsible for the public opening of the Benbow Arts Space as a Duty Manager.

Job Overview:

Salary: £25,000 - £30,000 per annum (dependent on experience)
Hours: Full time (37.5 hours per week)
Term: 1 year fixed term (with potential to become permanent)
Annual leave: 25 days plus statutory

How to apply (see page 10 for details):

Please send a CV (with 2 referees) and covering letter stating why you want the role and how you meet the Person Specification (no more than 2 pages of A4).

Please email to recruitment@thebrightfoundation.org.uk.

Closing date for applications: Wednesday 29 November 2023, 12noon
Interviews: Wednesday 13 December 2023

For an informal conversation about the role, please contact office@thebrightfoundation.org.uk or call 01424 559020.

The Bright Foundation is committed to being an inclusive organisation. We seek to recruit, develop and retain the most talented people from a diverse pool of candidates, and believe our differences enrich all parts of our organisation. We actively encourage applications from groups who are traditionally under-represented in the cultural sector including those from African, Caribbean, South Asian and other global majority heritages and disabled people.

The Bright Foundation

The Bright Foundation is an arts education charity based in Hastings founded by Academy Award winning costume designer and philanthropist, John Bright.

Incorporated in 2018, the organisation's mission is to use the lifetime's work of John Bright as a catalyst for creative learning to inspire a new generation of imaginative children and young people to reach their full potential. Our vision is for all children and young people to have their imaginations sparked and their wellbeing nurtured through a quality cultural education, regardless of their background.

The **Barn Theatre and Museum** opened its doors in June 2022 at Rodgers Farm, just outside of Hastings, in a rural farmland setting. The site includes:

- a museum space in the old cow sheds, showcasing John's collection of antique toys, puppets and model theatre sets, collected over many years, initially as props for TV and film and later for personal interest
- a 50 seat theatre and workshop studio in a converted barn
- 24 acres of land

Our second venue is planned to open in Summer 2024 in St Leonards-on-Sea. The **Benbow Arts Space** will be a youth arts and exhibition space featuring a History of Cinema exhibition.



John Bright is an internationally renowned costume designer and costumier for film, TV and theatre, as well as founder and owner of the period costume house, Cosprop. John's generosity has enabled The Bright Foundation to be formed and he will continue to fund the operations of the charity during his lifetime. He has bequeathed most of his estate to the Foundation, including Cosprop, to support the charity in perpetuity.

The Bright Foundation is fortunate to have the support from some of the brightest stars in the British Film Industry who have worked with John over the past 50 years. Our Ambassadors include Dame Judi Dench, Helena Bonham Carter, Jeremy Irons, Meryl Streep, Sir Ben Kingsley, Richard E Grant and Dame Emma Thompson.



Our Programme

Since opening our doors at the Barn Theatre and Museum in June 2022, over 3,400 people have participated in our programme, 63% of them being children and young people, a third of which come from our most disadvantaged communities. There are four key areas of our work:

Public Events

A family friendly programme of theatre performances, events, festivals and open days aiming to provide a quality introduction to arts and creativity to children. Theatre shows are presented during school holidays and we have a larger annual Family Festival that takes over the grounds and building. We operate a Pay What You Can pricing policy and have established a range of local partners to offer free ticket packages to their clients, including Hastings Foodbank and the East Sussex Foster Carers Association.

Schools and Groups

The core part of our programme is welcoming visits from schools and community groups. We offer a broad range of Experience Days in which children can visit us, explore the museum, theatre and grounds and take part in creative learning activities. Themes include Puppet Making, Storytelling, History of Toys, Outdoor Learning and seeing professional theatre shows. We are working regularly with looked after children and neurodiverse young people.

Creative Skills and Wellbeing

We work more intensively with children and young people on creative projects that develop their creative skills and enhance their wellbeing. At the Barn Theatre and Museum this takes the form of 5 day performance projects, where a diverse group work together over a week to create and perform a show. We will expand this area of work from the Benbow Arts Space.

Supporting Professionals

In order to ensure children and young people have access to quality cultural learning experiences we provide a range of support to professionals – including CPD for teachers in schools to embed creativity into their curriculum; and supporting the teaching practice of artists. We also commission and support the creation of new performance work for children.

Benbow Arts Space



The Benbow Arts Space will open in Summer 2024 as a youth arts and exhibition space. The opening History of Cinema exhibition will feature John Bright's personal collection of film paraphernalia charting the making and presentation of film from 1890 to present day.

The programme will include creative exploration, skills development, and industry masterclasses for young people aged 11 – 21 years, inspired by the History of Cinema collection.

We will support young people in their aspirations to develop careers in the creative industries providing work based learning and networking opportunities.



The Team

We are a small and committed team. There are currently 5 employees led by the CEO, Polly Risbridger. The staff team includes:

- Arts and Education Manager – oversees and delivers the programme
- Operations and Communications Manager – leads on marketing, digital and organisation operations
- Venue Coordinator – looks after the operations of the Barn Theatre and Museum and staffs the workshops and events there
- Caretaker & Groundskeeper – maintains the buildings and grounds at the Barn Theatre and Museum

We are currently recruiting for a Film Programme Learning Leader to design and deliver the programme at the Benbow Arts Space. We also work with a broad range of freelance creatives, practitioners, volunteers and consultants.

We have a Board of Trustees, co-chaired by John Bright and Lyn Fletcher with 7 trustees.

This Role

The Programme Coordinator & Duty Manager is a new role for the organisation and is designed to help build our capacity as we launch our second venue next Summer. You will be line managed by the Operations and Communications Manager, but also work closely with and provide support to the Arts and Education Manager and Film Programme Learning Leader.

For the first 6 months, you will be coordinating the programme at the Barn Theatre and Museum, whilst preparing and planning for the launch of the Benbow Arts Space. Once the second venue is open it is expected you will mainly be based in St Leonards and just work at the public events at the Barn Theatre and Museum. However, as it is a new role working in a new venue, you will have to be prepared to be flexible and adaptable.

We appreciate it is a broad role and you may not have experience in all areas of the job description. If you don't fully meet the person specification, please still consider applying as we are committed to providing training and support to someone who demonstrates the right qualities.

Terms of Employment

Salary:	£25,000 - £30,000 per annum dependent on experience
Hours:	Full time (37.5 hours per week) Some out-of-hours working is expected on a TOIL basis
Term:	One year fixed term with intention to become permanent subject to review
Annual leave:	25 days per annum plus statutory
Probation:	1 month
Notice period:	1 month
Office base:	Benbow Arts Space, 2 London Road, St Leonards on-Sea, TN37 6AE With regular travel to Barn Theatre and Museum, Rogers Farm, Stonestile Lane, Hastings, TN35 4PH Some flexi working from home is possible if no events
Travel:	Travel during the course of business will be reimbursed and mileage paid in line with The Bright Foundation's expenses policy. Having a car would be desirable as the Barn Theatre is not served by public transport.
DBS:	This post is subject to an enhanced DBS check
Pension:	3% minimum employer contribution
Responsible to:	Operations and Communications Manager



Purpose of the Post

- To coordinate the programme of creative learning for children and young people at the Benbow Arts Space and Barn Theatre and Museum
- To ensure the smooth day-to-day running of the Benbow Arts Space, including being a key holder, staffing events, and creating a warm and welcoming visitor experience

Key Responsibilities

Programme Coordination

- Coordinate recruitment of schools, groups and participants across all aspects of our programme
- Administrate bookings for all areas of our programme, including ongoing liaison with schools, group leaders, parents, carers and general public
- Oversee and order teaching / arts resources and equipment for the programme
- Plan, book and oversee staffing for events and workshops
- Plan visitor experience to ensure a warm and accessible welcome
- Gather and record all necessary evaluation and data for the programme
- Staff events and workshops where necessary
- Provide pastoral support for young people attending programmes where necessary

Duty Management – Benbow Arts Space

- Be a key holder for the Benbow Arts Space, opening and closing the venue as required
- Ensure the Benbow Arts Space is a safe, clean, welcoming and inclusive venue to visit
- Undertake weekly testing and venue safety checks and maintain accurate records
- Set up and clear up the spaces for events and workshops as required
- Deal with any day-to-day issues with the venue in a timely manner
- Provide venue induction to visiting companies, contractors and staff
- Coordinate the booking and space hires process for the Benbow Arts Space
- Act as Deputy Fire Officer and First Aider for the Benbow Arts Space (training provided)
- Source, order and manage stock and catering as required
- Manage front of house staff / volunteers for public openings as required

Communications and Partnerships

- Contribute ideas and copy for the marketing and communications of the programme
- Support the documentation of the programme including photography and film
- Work with the team to identify and develop partnerships with the education, voluntary and creative sectors

Administration

- Provide admin support for the organisation as required
- Deal with incoming and outgoing post and deliveries
- Respond to day-to-day enquiries via phone and email
- Work within all agreed budgets and provide necessary financial records as required

Other

- Oversee work experience students as required
- Establish and maintain relations with the neighbours and locals where possible
- Work to all legislation and company policies on equality, diversity and inclusion; safeguarding; health and safety etc
- Work on a self-serviced administration basis and keep accurate records necessary
- Undertake any other duties as reasonably required





Press Launch with Ambassadors, Jeremy Iron and Sinead Cusack

Person Specification

Key skills that would help you in this role

- Excellent communication skills with a clear, positive and helpful manner
- Proactive, motivated and able to take initiative as appropriate
- Well organised, with a methodical approach and attention to detail and accuracy
- Interest in and passion for the creative arts – particularly film, theatre or visual arts
- Ability to build a good rapport with young people from different backgrounds
- Strong IT skills – working with MS Office and Mac operating systems
- Enjoy working as part of a small team and able to build and maintain positive working relationships with a wide range of people
- Able to work towards and manage multiple deadlines and stay calm under pressure
- Discreet and professional with the ability to handle sensitive and confidential information
- Flexible approach to your work – able to work irregular hours around the programme requirements and willing to travel to different local venues
- Understanding of and commitment to equality, diversity and inclusion
- Understanding of and commitment to reducing the carbon footprint of our work

Desirable Experience

- Worked in an arts organisation, museum or cultural venue
- Organised activities with schools and/or young people
- Coordinated or managed public events
- Supported the day to day running of a venue, such as taking responsibility for opening and closing procedures, and health and safety adherence
- Trained as a First Aider and/or Fire Warden

How to apply

Please submit

- A CV including:
 - Current or most recent role and salary
 - Education, training and qualifications
 - Two referees (name, role, relationship to you, contact details)
 - Your contact details
- A covering letter saying why you want the role and how you meet the person specification (no more than 2 sides of A4)

Please email to recruitment@thebrightfoundation.org.uk

Please also complete an online anonymous Equal Opportunities form [here](#)

Deadline: Wednesday 29 November 2023, 12noon

Shortlisted candidates will be invited to interview in St Leonards-on-Sea on Wednesday 13 December 2023.

We welcome and celebrate all protected characteristics and wish to build an inclusive staff team that reflects the rich diversity of our UK communities.

Access

For assistance or any access requirements please contact recruitment@thebrightfoundation.org.uk. We will work with applicants to ensure an accessible interview process relevant to individual needs.

More Information

If you would like to have an informal, confidential conversation about the role in advance of applying, please contact office@thebrightfoundation.org.uk or call 01424 559020.

