



INSPIRING
YOUNG
MINDS
THROUGH
ARTS AND
CREATIVITY



The Bright Foundation Programme Coordinator Recruitment Pack

Hastings, East Sussex
Summer 2026



Summary

Thank you for your interest in the **Programme Coordinator** role with [The Bright Foundation](#) in Hastings, East Sussex. We are an arts education charity based in Hastings, dedicated to inspiring young minds through arts, filmmaking and creativity. Since our launch in 2022, we have opened two unique venues:

- **Barn Theatre and Museum** – a magical space showcasing a collection of antique toys and puppets, alongside a 50-seat children's theatre, set in 24 acres of grounds.
- **Benbow Arts Space** – a creative learning hub for young people dedicated to the art of filmmaking, featuring an Early Cinema exhibition and workshop & event spaces.

As we enter our fifth year of delivery, this is an exciting time to join us as we consolidate our programmes and build on the recent successes to reach even more children and young people. As Programme Coordinator you will organise our schools and groups activities and support our public events and filmmaking courses. You will also help the operational running of the charity.

Job Overview:

Salary:	£28,000 per annum
Hours:	Full time – 37.5 hours a week
Annual leave:	25 days
Term:	One year fixed term with intention to become permanent subject to review

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:	Monday 17 August 2026, 9am
Interviews:	Tuesday 8 September 2026

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 opened in May 2024 in St Leonards-on-Sea. The **Benbow Arts Space** is a creative learning hub dedicated to the art of filmmaking. The venue includes an Early Cinema exhibition and workshop and event spaces.



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 14,000 people have participated in our programmes, a third of which come from our most disadvantaged communities. The key areas of our work are:

Schools and Groups

The core part of our programme is welcoming visits from schools and community groups. At the Barn Theatre and Museum we have three main themes: Autumn is focused on the museum and History of Toys; Spring is focused on the theatre with a chance to see a professional show and explore puppet making or storytelling; Summer is focused outdoors with pond-dipping, nature trails and natural artworks. From the Benbow Arts Space we deliver in-school filmmaking projects as part of the Children's International Film Festival. We have special school partnerships with Torfield School and Flagship School.

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 and young people. Theatre shows are presented during school holidays and we have larger annual open days that take over the grounds and building. We 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. At the Benbow Arts Space we offer occasional evening events and open days as part of the local festivals.

Creative Skills and Employability

We support young people to develop creative skills and understand creative career pathways – with a focus on film and screen. At the Benbow Arts Space we deliver the Benbow Youth Film Collective – weekly after school courses – as well as filmmaking intensives and masterclasses. We are a hub for the BFI Film Academy – offering training to young people aged 16-25 years, and are working closely with the local colleges to offer work experience. We are the community partner for the Children's International Film Festival focused around an annual event celebrating young filmmakers.

Underpinning these are two more priorities:

- **Improving Access** – tackling barriers for the most disadvantaged children and young people to access the arts, filmmaking and creativity
- **Collection Care and Exhibitions** – exhibiting John Bright's collections of antique toys, puppets, model theatre sets and early cinema to educate visitors, preserve our heritage and inspire creativity.



Terms of Employment

Salary:	£28,000 per annum
Hours:	Full time – 37.5 hours p/week Some out-of-hours working is expected on a TOIL basis
Term:	One year fixed term with intention to become permanent following review
Annual leave:	25 days
Probation:	4 months
Notice period:	1 month
Office base:	Barn Theatre and Museum, Rodgers Farm, Stonestile Lane, Hastings, TN35 4PH Benbow Arts Space, 2 London Road, St Leonards on-Sea, TN37 6AE Some flexi working from home is possible if no activity
Travel:	Travel during the course of business will be reimbursed and mileage paid in line with The Bright Foundation's expenses policy.
DBS:	This post is subject to an enhanced DBS check
Benefits:	(following probation) 3% pension employer contribution, Cycle to Work scheme, Home & tech salary sacrifice scheme, BHN Extras Discounts, free tickets to Bright Foundation events, professional development budget
Responsible to:	Head of Communications and Events





Purpose of the Post

- To coordinate the programme of creative learning for children, young people and schools
- To support the smooth running of the organisation

Key Responsibilities

Programme

- Coordinate the schools and groups activity including experience days at Barn Theatre and Museum, filmmaking in schools, and creative careers at the Benbow Arts Space
- Administrate bookings for schools and groups including ongoing liaison with schools, teachers and group leaders, and issuing all paperwork required
- Provide in-person and administration support for public events and extra-curricular programme
- Support school experience days, including venue set up and pack down, group welcomes, lunch cover and evaluation
- Oversee and order resources and equipment for the schools programme
- Plan, book and oversee staffing for schools programme as required
- Ensure health and safety expectations are fulfilled and upheld for the programme, including undertaking risk assessments (training provided)
- Gather and record all necessary evaluation and data for the programme, contributing to funder reporting as required

Administration and Finance

- Respond to relevant day-to-day enquiries via phone and email
- Provide administrative support to the organisation, including developing systems to aid smooth operational running
- Work within all agreed budgets and provide necessary financial records as required
- Work on a self-serviced administration basis and keep accurate records necessary

Communications and Partnerships

- Contribute ideas and copy for the marketing and communications of the programme
- Maintain and update the contact database / customer relationship manager working within GDPR guidelines
- Support the documentation of the programme including photography and film
- Work with the team to identify, develop and maintain partnerships to support the programme

Venues

- Be a key-holder for the venues, opening and closing as required
- Help to keep the venues safe, clean, and welcoming
- Set up, pack down and staff events and venue hires where necessary

Other

- Support work experience students and volunteers as required
- Work to all legislation and company policies on equality, diversity and inclusion; safeguarding; health and safety etc
- Undertake any other duties as reasonably required





Press Launch with Ambassadors, Jeremy Irons 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
- Strong IT skills – working with MS Office and Mac operating systems
- Interest in and passion for the creative arts and/or heritage
- Ability to build a good rapport with children and young people from different backgrounds
- 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
- Understanding of and commitment to equality, diversity and inclusion

Essential Experience

- At least 2 years experience working in an arts organisation, museum or educational or cultural venue
- Organised creative activities with children, young people and/or schools

Other Essential Requirements

- UK driving license with an ability and willingness to travel between venues, including rural locations

Desirable Experience

- Knowledge of film making processes
- Knowledge of working with heritage collections
- Financial management and developing and tracking project budgets

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: Monday 17 August 2026, 9am

Shortlisted candidates will be invited to interview on **Tuesday 8 September 2026**.

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.

