

<b>Post</b>	Programme Coordinator (exhibitions + cinema focus)
<b>Reporting to</b>	Artistic Content Producer
<b>Dated</b>	June 2025
<b>Salary range</b>	£19,987.89 pa pro rata (£24,985.45 FTE)
<b>Status</b>	Part time/permanent – 4 days pw (30 hpw) – Tue-Fri Flexible hours to include some weekends, bank holidays and evenings

## Purpose of the role

The Programme Coordinator role helps deliver Firstsite's exhibitions, learning programmes, events, and more. You'll support the Artistic Content Producer by handling logistics, communication, and administration. From setting up events and activities to managing budgets and timelines, you'll work closely with artists, educators, and partners to make sure everything runs smoothly.

This role suits someone highly organised, proactive, detail-focused, and able to juggle multiple tasks in a fast-paced environment.

This role will focus on Exhibitions and Cinema, whilst supporting Holiday Fun, YAK and Events as required.

## Our Culture

### OUR VISION IS: 'MAKING ART MATTER'

Our mission is to ensure art and creativity are valued for their integral role in shaping a happy and healthy society for everyone. We do this by championing creativity as a catalyst for positive change in society, celebrating everyone's imaginations as places to shape a better future and demonstrating the impact of art and galleries at the centre of everyday life.

We collaborate with people where, together, we can have the most impact and we share the results of our work with diverse audiences to influence change. We do this in three places: in our award winning gallery, reflecting our radical region and digitally with audiences around the world. In order to do this well we have four values that help us do what we do, to the best of our abilities:

**Creative** – we are an art gallery! Everything we do, we aim to do creatively and in ways that surprise and delight our audiences, communities and ourselves.

**Inclusive** – we continuously and actively seek to identify and remove barriers to everything we do and who we do it with to ensure it is available to those who we prioritise and who seek to share what we do.

**Agile** – we actively seek involvement, feedback and information from our audiences and communities – especially those we prioritise - to inform what we do, how we do it and how we can improve each time we do it.

**Responsible** – We need to lead by example and take responsibility for doing what we do with integrity, care and urgency. This includes taking responsibility for each other as a team, being responsible for our audiences and communities and taking responsibility for our local environment and the planet.

## Essential Skills and Experience

- Strong organisational and planning skills
- High attention to detail
- Flexible and adaptable working style
- Experience working to deadlines and managing targets
- Proven ability to manage multiple tasks in a busy environment
- Team player who works well with internal and external collaborators
- Proactive and resourceful problem-solver
- Strong IT skills, including Microsoft Office; willing to learn new tools

## Key Responsibilities

- **Programme Support:** Help plan and organise exhibitions, events, and learning programmes with strong admin and logistical support.
- **Admin & Logistics:** Book travel and accommodation for guests; manage ticketing, schedules, reports, and suppliers.
- **Event Delivery:** Help with installations, workshops, and live events, liaising with everyone involved.

- On-site Support: Be a visible point of contact for artists, audiences, and visitors during events.
- Financial Tasks: Process invoices, track budgets, and raise purchase orders.
- Communication: Prepare clear documents and updates for teams and partners.
- Quality Control: Monitor and maintain artworks, spaces, and equipment; flag and fix issues; manage risk assessments.
- Internal Coordination: Make sure colleagues are kept in the loop about upcoming events and their needs.

#### **General Expectations**

- Passion for inclusion and equality
- Flexible with working hours, including evenings, weekends, and bank holidays
- Willing to support colleagues across the organisation to create a positive visitor experience
- Follow all organisational procedures (health & safety, training, etc.)
- Actively promote diversity and inclusion
- Be willing to take on other tasks appropriate to the role

In return for your hard work and dedication you'll enjoy a wide range of benefits including:

- 25 days annual leave plus bank holidays per annum
- Contributory pension scheme (conditions apply)
- Tailored training and development opportunities
- Employee assistance confidential helpline
- Staff discount on some purchases from the onsite café and shop, free cinema tickets