



# NEW ART EXCHANGE

Community and Participation Manager

May 2024



## About us

New Art Exchange (NAE) is a pioneering creative space in Hyson Green, Nottingham.

We're the UK's largest gallery dedicated to contemporary visual arts from the Global Ethnic Majority. We set out to reshape the contemporary art narrative by championing diversity and inclusivity and by providing a platform for underrepresented voices in the art world.

NAE is not just a gallery – you'll find it a vibrant hub of creativity and culture, actively breaking down barriers to make art accessible and engaging for everyone. We're all about community connection and transforming ideas into opportunities for artistic and cultural expression. Our focus on co-design and collaboration means we nurture citizen leadership by allowing local voices to guide how we do things. We are the first cultural institution in the world to establish a permanent citizen assembly as a key part of our leadership. This is how we ensure continuous community representation and involvement.

Our vision is for talent from the Global Ethnic Majority to be recognised, nurtured, and celebrated. We're here to champion inclusivity and equity in the creative industries.

We're committed to a fair, equitable, inclusive, and equal art world for everyone. We do this through talent development, delivered through our Connect-Create-Cultivate-Transform-Exchange model. This is also supported by a collaborative and inclusive approach through our embedded citizen-led decision-making model.



## Equity, Diversity, Inclusion & Belonging

Through our commitment to informing and promoting the relationship between art and society, NAE strives to make increasingly visible the contribution of diverse voices to this agenda. Our people are at the core of what we do and reflect throughout the organisation.

We particularly welcome applications from underrepresented groups in the creative sector, in particular those from the following: global ethnic majority, disabled, LGBTQIA+ and those facing social barriers to accessing the arts.

We are taking positive action by guaranteeing an interview to any applicant who self-identifies as being from a Global Ethnic Majority background, who are currently underrepresented in our workforce, and who has demonstrable experience of programming or creating work for community groups. If you regard yourself as someone who meets these criteria, please state so clearly on your supporting statement.

If you require any support to be able to take part in the interview process, please let us know when you apply, and we will ensure our interview process is accessible for you.



## Role

Contract Type:	Permanent, 0.8FTE - 30 hours per week
Salary:	Up to £26,400 (pro rata of £33,000) 20 days per annum plus bank holidays (pro rata) 4% employer pension contribution
Reporting to:	Head of Neighbourhoods
Responsible for:	Freelance staff and Volunteers (subject to projects and programmes)

## Purpose of the role

The Community and Participation Manager will be a key member of NAE's Neighbourhood's team, responsible for ensuring the effective planning, coordination, and delivery of a wide range of community projects and events that engage and inspire our local communities (predominantly from the Global Ethnic Majority).

Based from within NAE's purpose built creative space, in the heart of one of Nottingham's most diverse areas - Hyson Green, the post holder will work with local community partners, schools and other key stakeholders to ensure the community programme is representative of the diverse voices from our local communities and has their involvement through all that we do.

It is expected that the post holder will oversee a programme that includes, but not limited to, projects such as 'Beyond the Wall', a mural based public art installation in Hyson Green; 'Nottingham Mela', an annual festival of South Asian Arts; 'Under the Spotlight', a talent development programme for young emerging Black performance Artists, Musicians, Poets, and Comedians; and supporting the growth of NAE's VOICE Assembly to ensure we continue to nurture citizen leadership, allowing local voices to guide how we do things.

With such a broad mix of programme areas to oversee, the role will require someone with excellent people management skills to be able to effectively manage a team of freelance artists and volunteers; demonstrable experience of delivering community-based projects and events to ensure NAE's programme is delivered on time and in line with expectations; and the interpersonal skills needed to effectively engage with stakeholders from diverse backgrounds to ensure the voices of our community are embedded throughout.

We are interested in hearing from candidates with a range of community and participation experience, whether from the public, private or charitable sectors, who are passionate about our citizen-led approach and can bring expertise to this role. We look forward to hearing from you and to discussing how this role will be a catalyst for growth for both you and NAE.

## Main duties of the role

With strategic oversight from the Head of Neighbourhood develop and deliver a diverse range of activity with and for the community including (but not limited to) workshops, festivals, conferences, and functions, ensuring they are aligned with NAE's overall vision, goals and budget.

Supporting the Head of Neighbourhoods to identify and secure external funding opportunities, sponsorships, and partnerships to support the events when required.

Act as lead contact with key stakeholders, including community groups, schools, partners, citizen panels, artists, vendors, and local authorities, to ensure smooth collaboration and communication.

Support the Comms team to develop and implement marketing and promotional strategies to raise awareness of projects and events with a focus on attracting diverse audiences.

Manage budgets and financial reporting for community projects, ensuring that expenses are within budget and that financial records are accurate and up to date.

In line with the overarching Neighbourhoods strategy, develop project plans, budgets, and timelines and maintain accurate records.

Ensure compliance with relevant health and safety regulations and obtain necessary permits and licenses.

Lead project staff (including contracting and acting as project manager and day to day contact for them) which will consist of freelancers, contractors, and volunteers.

Track progress, address issues, and produce reports and evaluations for internal and external stakeholders, including NAE's Senior Management Team and local community leaders.



## Who we are looking for

We are open to applications from individuals with experience from a wide range of sectors and backgrounds but you must have a good understanding and experience in a role that involves delivering community based events and engaging with a wide range of stakeholders. You will be passionate about bringing together and creating opportunities for diverse communities to engage with art in accessible and equitable ways.

We encourage applications from individuals at a transitional stage in their career and are looking for their first experience in a management position.

You will be a motivated, confident team player who has the organisation and planning skills to succeed in this role. Additionally you will be ambitious for the role, NAE and the opportunities this position affords for your own career.

Less important is the sector you have gained venue experience in, and whether it was not-for-profit or commercially focused. We welcome applications from candidates who may have learning and development needs in certain areas of the role and will support that development for the appointed candidate as required.

## Person Specification

### Essential

- Demonstrable hands-on experience of delivering community projects and/or events ideally with experience of producing outdoor events
- Knowledge of community engagement principles and practices
- Strong financial management skills, including the ability to manage budgets, report on financial performance, and ideally securing funding.
- Strong communication and interpersonal skills with experience in managing people and the ability to liaise with stakeholders from diverse backgrounds.
- Excellent project management skills, including the ability to plan, implement, and evaluate a range of projects.
- Strong problem-solving and decision-making skills, including the ability to identify and mitigate risks.
- Knowledge of health and safety regulations, permit and license requirements, and compliance standards.

### Desirable

- Experience working with artists and implementing co-creative methods and processes
- Understanding of contemporary visual art sector

## How to apply

Please submit a 2-page covering letter & a CV (of no more than 2 pages) outlining why you are interested in the role and working for NAE and how you feel your experience meets the criteria.

Applications should be sent as Word or PDF attachments to [recruits@achates.org.uk](mailto:recruits@achates.org.uk) by **5pm on Wednesday 19 June 2024**.

As outlined above, if you self-identify as being from a Global Ethnic Majority background and have demonstrable experience of programming or creating work for community groups, please state so clearly on your supporting statement.

If you would like an informal conversation about this role, Vicki Grace at Achates Recruits, who are supporting us in the recruitment of this role would be pleased to speak to you. Please contact Vicki on [vicki@achates.org.uk](mailto:vicki@achates.org.uk) to arrange a suitable time to speak. These conversations will not form part of our selection process.

**Closing date for applications 5pm Wednesday 19 June 2024.**

Interviews

Interviews will take place in person at NAE during w/c 8 July. Interview panel will be confirmed to selected applicants.

There will also be opportunity to tour our venue and meet other members of the staff team.

If you require any of this information in an alternative format (e.g. Microsoft Word) please email [vicki@achates.org.uk](mailto:vicki@achates.org.uk)