

Job Title: Programme Manager

£32,800 (based on 35 hours per week) pro rata 16 hours per week

1 year Fixed term

Overview: The Old Brewery Artist Studios (TOBAS)

The Old Brewery Artist Studios is a new creative workspace in Berwick upon Tweed. The facility provides 8 studios, a gallery space and a teaching space. It will be the largest creative studio facility in North Northumberland providing workspace for artists and makers and will act as a cultural resource for residents.

The Grade II listed building is located on the site of an old brewery maltings in Tweedmouth and is due to launch in the summer of 2026.

Berwick Community Trust owns the property and through securing a range of grant funding streams is transforming the building from a unused site into this new facility. The £1million high profile project will be a catalyst for creative and cultural regeneration for Berwick upon Tweed.

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We are seeking a creative and highly organised individual to develop and coordinate an events programme at TOBAS. The postholder will ideally have experience of designing, coordinating, and delivering engaging events ideally within a creative environment. Experience engaging with artists and the general public is essential, alongside a track record of organising workshops and events for community groups.

This role bridges supporting artists, community engagement, and operational management, while creating meaningful experiences for audiences. We are a small but dynamic team and want someone who is solution-focused and is equally comfortable working with colleagues as they are on their own. You must be confident to work with multiple stakeholders, from volunteer groups to local government and be an excellent communicator.

This is a new post in a new cultural venue for Berwick therefore it requires someone who is proactive and shares our ambition to establish TOBAS as a valuable cultural asset for artists and residents alike. The postholder will shape the programme to ensure TOBAS builds a reputation for excellence and contributes to Berwick's profile as must visit cultural destination.

Key Responsibilities

Programme Development & Delivery

- Plan, develop, and implement a diverse range of studio events and activities (e.g. workshops, residencies, open studios, exhibitions, talks).
- Collaborate with artists to establish workshops and masterclasses as part of creative skills development strategy for schools and community groups.
- Establish cultural partners and a network of creatives who will contribute to the programme
- Manage the events programme schedule, ensuring timely delivery and alignment with organisational goals.

Artist Support

- Act as a primary liaison for studio artists, supporting their professional development and project needs.
- Coordinate studio allocations, residencies, and shared spaces.
- Provide guidance on exhibitions, funding opportunities, and public engagement.
- Manage the sale of artists' work via gallery events.

Community Engagement

- Build relationships with local communities, schools, and partner organisations.
- Develop inclusive and accessible programming that encourages participation from diverse audiences.
- Promote outreach initiatives and public-facing events.
- Manage income generating activity e.g. workshop/masterclass fees

Operations & Coordination

- Oversee day-to-day logistics of studio programming, including space setup, and health & safety compliance, inc DBS clearance for artists' working with vulnerable groups.
- Manage budgets for programmes and ensure efficient resource allocation.
- Maintain records, reports, and documentation of activities and outcomes.
- Collate monitoring and evaluation data and produce quarterly reports for funders
- Identify funding sources and develop funding applications for special events and activities

Marketing & Communications

- Work with marketing teams to promote events and programmes through social media, newsletters, and other channels.
- Create engaging content that highlights artists and studio activities.
- Track attendance, feedback, and programme impact
- Liaise with, and maintain, a good working relationship with Friends of The Old Brewery
- Act as an Ambassador for The Old Brewery at all times

Skills & Qualifications

Essential

- Experience in arts programming, cultural management, or a related field.
- Strong organisational and project management skills.
- Excellent communication and interpersonal abilities.
- Understanding of contemporary art practices and artist needs.

Desirable

- Experience working in artist studios, galleries, or creative spaces.
- Knowledge of funding bodies and grant application processes.
- Marketing or audience development experience.
- Monitoring and evaluation reporting

Personal Attributes

- Creative thinker with a collaborative mindset.
- Ability to manage multiple projects simultaneously.
- Passion for supporting artists and engaging communities.
- Flexible and adaptable in a dynamic environment.
- Excellent communicator
- Enjoys working in teams and is also an excellent self-manager

Working Conditions

Your workplace will be based at The Old Brewery Artist Studios.

You will work 16 hours per week and will be responsible for your own time management. You will make sure BCT are aware of your working hours and it is approved by the CEO as are any changes to your regular working pattern.

Paid monthly?

The postholder will meet and report to the CEO on a regular basis.

- May include evening or weekend work for events.
- Combination of office-based and studio-based activities.
- May be asked to attend external meetings or stakeholder groups
- May be asked to advise or contribute to additional creative-led regeneration projects

Reporting To

- Berwick Community Trust:
 - Becci Murray, CEO