

## General Information and How to Apply

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### General New Focus Specification

We are looking for people who:

- Live, work or study in Bradford
- Aged between 16 - 25
- Interested in photography, history of art or visual culture
- Available to attend at least one meeting a month and to represent the gallery at exhibition openings and events
- Punctual and reliable
- Friendly and confident with excellent communication skills
- Willing to learn
- Have a passion for Bradford and its heritage

### Job Roles

We are specifically looking for people to take on certain job roles:

- Blogger
- Events Assistant
- Film Maker
- Photographer
- Exhibition Assistant
- Social Networker

Please visit our website for more information  
visit <http://www.impressions-gallery.com/news/>

### How to Apply

- Please read the job descriptions on the table and consider what your skills are most suited to and what experience you'd like to gain.
- Remember, New Focus is about gaining new skills so don't worry if you don't have a huge amount of experience, just show us that you are passionate about the role and have a positive attitude to taking on a new challenge.
- When you've chosen which position to apply for, please complete the application form in the pack and return via email to [newfocus@impressions-gallery.com](mailto:newfocus@impressions-gallery.com) or post to New Focus, Impressions Gallery, Centenary Square, BD1 1SD.
- If you have any questions or want more information contact Jennifer Sobol via the above email address or call 01274 737 843.

### Deadline for application 25 February 2019

Once you have sent your application you will be invited to an information day at Impressions Gallery on 28 February.

## **Role Description – Blogger**

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**Position** - New Focus member (Voluntary) this is a long term position and members need to be committed to being part of New Focus for more than one year.

**Hours** - Variable dependent on what projects are going on. You must be able to attend at least one meeting a month, usually on Thursdays 5pm – 7pm. We also ask that you attend New Focus training sessions and group visits.

### **Aims**

To share the New Focus journey on our dedicated blog. This will involve researching project themes, attending events and sharing rich and vibrant blog posts that inspire other young people in Bradford to engage in arts and heritage.

### **Responsibilities**

- Develop and update the New Focus Blog
- Create blog posts on New Focus projects. These can be in writing or a slideshow of visuals, whichever you feel most comfortable with
- Proactively help source guest bloggers
- Use the blog to create links with other young networks in Bradford
- Attend relevant training and meetings with the New Focus Project Manager
- Represent the gallery at Impressions openings and events

### **Essential Criteria**

- Age 16 -25
- A passion for Bradford
- Live, work or study in Bradford
- Have a personal blog or understanding of blog systems.
- Good written communication skills

### **This will give you skills in**

- Digital and social media
- Developing brand identity
- Creating and editing critical content
- Working effectively in a team
- Working to tight deadlines
- Creating new young networks
- Online content management
- Monitoring blog traffic
- Writing about photography exhibitions and events

**This will suit someone who is interested in gaining experience in writing reviews, social media and digital development.**



## **Role Description – Events Assistant**

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**Position** - New Focus member (Voluntary) this is a long term position and members need to be committed to being part of New Focus for more than one year.

**Hours** - Variable dependent on what projects are going on. You must be able to attend at least one meeting a month, usually on Thursdays 5pm – 7pm. We also ask that you attend New Focus training sessions and group visits.

### **Aims**

To support the development of New Focus events, assisting Impressions Gallery in creating a friendly and informative environment for young people in Bradford.

### **Responsibilities**

- Working face to face with the public offering information and helpful guidance to Impressions visitors
- Assisting with Impressions events openings / talks / workshops etc, including set up and clearing of events
- Collecting data, questionnaires and feedback for evaluation
- Assisting with general administration and organisation
- Write at least one blog post on an event at Impressions. This can be in writing or a slideshow of visuals, whichever you feel most comfortable with
- Proactively help source guest bloggers
- Support social networker/blogger with photographs of events
- Think of new ideas for events at Impressions that will reach young people

### **Essential Criteria**

- Age 16 -25
- Passionate about Bradford
- Live, work or study in Bradford
- Good customer service skills and enjoy working with the public

### **This will give you skills in**

- Events management
- Working effectively in a team
- Customer service and creating a friendly environment
- Social networking
- General administration
- Collecting and analysing data
- Writing about photography and photographing events

**This will suit someone who is interested in gaining first hand experience of events management within the creative sector.**



## **Role Description – Exhibition Assistant**

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**Position** - New Focus member(Voluntary) this is a long term position and members need to be committed to being part of New Focus for more than one year.

**Hours** - Variable dependent on what projects are going on. As this role includes supporting Impressions Gallery exhibition installations you must be willing to work at least three full days four times a year. You must also be able to attend one meeting a month, usually on Thursdays 5pm – 7pm. We also ask that you attend New Focus training sessions and group visits.

### **Aims**

To work with our Gallery Technician to install new exhibitions and write a blog about your experiences. You will also work closely with Impressions exhibition team to support the development of New Focus projects.

### **Responsibilities**

- Support installation of exhibitions at Impressions Gallery.
- Assist in preparing artwork for shipping and storage and assessing the condition of artwork
- Support the development of New Focus exhibitions
- Create at least one blog post on the experience of installing an exhibition. This can be a medium of your choice.
- Represent the Gallery at Impressions openings and events

### **Essential Criteria**

- Age 16 -25
- Passionate about Bradford
- Live, work or study in Bradford
- A desire to learn about art handling
- A flexible approach to work willing to work extra hours and get the job done when required
- Being able to work more at certain times in line the installation schedule.

### **This will give you skills in**

- Working effectively in a team
- Installing exhibitions
- Art handling
- Creating blog posts
- Working to deadlines

**This will suit someone who is interested in gaining experience of installing photographic exhibitions and art handling**



## **Role Description – Film & Media Production Team Member**

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**Position** - New Focus Member (Voluntary) this is a long term position and members need to be committed to being part of New Focus for more than one year.

**Hours** - Variable dependent on what projects are going on. You must be able to attend at least one meeting a month, usually on Thursdays 5pm – 7pm. We also ask that you attend New Focus training sessions and group visits.

### **Aims**

To generate a buzz about New Focus, you will work in a small team of 3 to 4 to support Impressions Gallery by making short films and other media content that help visitors get more out of the exhibitions.

### **Responsibilities**

- Create short films to coincide with New Focus projects
- Develop concepts for short films and podcasts
- Manage and edit media content, videos, podcasts and photos
- Interview artists
- Represent the gallery at Impressions openings and events
- Create at least one blog post on an exhibition and or event at Impressions. This can be a medium of your choice

### **Essential Criteria**

- Age 16 -25
- Passionate about Bradford
- Live work or study in Bradford
- Editing and filming skills
- Good communications skills
- Ability to reach deadlines and have a flexible approach to working

### **This will give you skills in**

- Working effectively in a team
- Working to tight deadlines
- Filming and editing for professional organisation
- Working to a brief
- Working with a wide range of people including external arts organisations.

**This will suit someone who is interested in gaining experience of all aspects of film making, from generating ideas to filming and editing, as well as working to set briefs.**



## **Role Description – Photographer**

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**Position** - New Focus Member (Voluntary) this is a long term position and members need to be committed to being part of New Focus for more than one year.

**Hours** - Variable dependent on what projects are going on. You must be able to attend at least one meeting a month, usually on Thursdays 5pm – 7pm. We also ask that you attend New Focus training sessions and group visits.

### **Aims**

Photograph the New Focus journey for the New Focus blog and social networking sites. Photographs may also be used on the Impressions website, marketing material, and added to the Impressions archive.

### **Responsibilities**

- Photograph Impressions Gallery exhibitions and events and provide visual material on New Focus projects
- Supply content to the New Focus blogger and social networker
- Create at least one blog post on an exhibition and 1 on an event at Impressions this can be a medium of your choice
- Proactively help source guest bloggers

### **Essential Criteria**

- Age 16 -25
- Passionate about Bradford
- Live, work or study in Bradford
- Knowledge of cameras, photography and digital software
- Access to a camera would be good but not essential
- Enthusiasm for taking photographs

### **This will give you skills in**

- Events photography
- Exhibition photography
- Editing images
- Working effectively in a team
- Working to tight deadlines
- Working to a brief
- Writing about photography exhibitions and events
- Working with a wide range of people

**This will suit someone who is interested in gaining experience of exhibition and events photography and working in a creative team.**

## **Role Description – Social Networker**

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**Position** - New Focus Member (Voluntary) this is a long term position and members need to be committed to being part of New Focus for more than one year.

**Hours** - Variable dependent on what projects are going on. You must be able to attend at least one meeting a month, usually on Thursdays 5pm – 7pm. We also ask that you attend New Focus training sessions and group visits.

### **Aims**

Reach young people in Bradford by developing our marketing campaign using social networking sites. The main priority of this role is to spread the work of New Focus through social networking sites, secure more followers and help share what Impressions Gallery does, and get more young people to visit the gallery.

### **Responsibilities**

- Develop social media campaigns for New Focus projects
- Update social networking sites Instagram & Facebook
- Create at least one blog post on an exhibition and or event at Impressions. This can be a medium of your choice.
- Proactively help source guest bloggers
- Attend local arts events with Project Manager
- Attend relevant training sessions with the Project Manager
- Represent the gallery at Impressions openings and events

### **Essential Criteria**

- Age 16 -25
- Passionate about Bradford
- Live work or study in Bradford
- Knowledge of Social networking sites
- Enthusiasm for communicating

### **This will give you skills in**

- Working effectively in a team
- Creating new networks
- Social networking strategy
- Working to tight deadlines
- Web statistics evaluation
- Writing about galleries and what they do

**This will suit someone who is interested in gaining experience in digital development, marketing and the gallery sector.**