

General Information and How to Apply

General New Focus Specification

We are looking for people who are:

- Live, work or study in Bradford
- Age between 16 - 25
- Interested in photography, art or visual culture
- Available to attend at least 1 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

Job Roles

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

- Bloggers
- Events
- Film Makers
- Marketing
- Photographers
- Technical Assistant

Please see below or more information on each role or visit www.impressions-gallery.com/news.

How to Apply

- Please read the job descriptions in the pack and think 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 jennifersobol@impressions-gallery.com or post to Jennifer Sobol, 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.

The deadline for applications is 1pm Tuesday 12 March 2013.

Once you have sent your application you will be asked to attend an information day on Thursday 14 March 2013, 5pm – 7pm at Impressions Gallery, where there will be a short presentation on New Focus and you will be able to meet the team and discuss the roles available.

Role Description – Blogger

Position - Youth Advisory Board Member (Voluntary)

Hours - Vary dependant on what projects are going on, it is compulsory to attend 1 meeting a month usually on Thursdays 5pm – 7pm. We also ask that you come to Impressions exhibition openings and relevant events.

Blogger

Aim

To think of new and exciting ways for Impressions Gallery to reach young people in Bradford by developing a young bloggers network. New Focus members will create blog posts and proactively source guest bloggers creating a platform for young peoples' voices to be heard.

Responsibilities

- Develop and update the New Focus Blog
- Create blog posts on exhibitions and events at Impressions. This can be written or a slideshow of visuals whichever you feel 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

- 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

Position - Youth Advisory Board Member (Voluntary)

Hours - Vary dependant on what projects are going on, it is compulsory to attend 1 meeting a month usually on Thursday 5pm – 7pm. You will also be asked to attend all relevant events suited to the post for example Impressions exhibition openings and artist talks.

Events Assistant

Aim

To assist New Focus and Impressions Gallery in creating a friendly and informative environment for young people in Bradford. Supporting New Focus and Impressions at a range of different events.

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 1 blog post on an event at Impressions. This can be writing or a slideshow of visuals whichever you feel 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 enjoys working with the public

This will give you skills in

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

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



Film Production Team Members

Role Description – Film Production Team Member x 3 / 4

Position - Youth Advisory Board Member (Voluntary)

Hours –Vary dependant on what projects are going on, it is compulsory to attend 1 meeting a month usually on Thursday 5pm – 7pm. We also ask that you come to Impressions exhibition openings and relevant events.

Film Production Team Member

Aim

To work in a small team of 3 or 4 to create short films that raises the profile of New Focus and makes the exhibitions and events at Impressions gallery more accessible to young people.

Responsibilities

- Creating short films in response to New Focus meetings and events for the New Focus blog
- Make a short film of an exhibition installation showing the transition of the gallery
- Make a short film about 1 event at Impressions Gallery
- Manage and edit media content, videos, podcasts and photos
- Represent the gallery at Impressions openings and events

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 - Marketing

Position - Youth Advisory Board Member (Voluntary)

Hours - Vary dependant on what projects are going on, it is compulsory to attend 1 meeting a month usually on Thursday 5pm – 7pm. We also ask that you come to Impressions exhibition openings and relevant events.

Marketing

Aim

To help New Focus develop a brand that reaches young people in Bradford and create effective marketing and help distribute new ideas to the right audience. You will work closely with bloggers and the social networker.

Responsibilities

- Design adverts for Bradford Student Newspaper social networking sites etc.
- Assist with social media
- Write New Focus adverts and events text
- Create 1 blog post on an exhibition and 1 on an event at Impressions. This can be writing or a slideshow of visuals whichever you feel comfortable with.
- Proactively help source guest bloggers with the rest of the team.
- Attend relevant meetings and training 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
- Have an interest in marketing
- Good written communications skills
- An interest in design
- Understanding of various social media platforms

This will give you skills in

- Working effectively in a team
- Understanding a vision
- Developing new branding ideas
- Working to tight deadlines
- Creating new young networks
- Writing about photography exhibitions
- Working with a wide range of people and building professional relationships.

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



Role Description – Photographer

Position - Youth Advisory Board Member (Voluntary)

Hours – Vary dependant on what projects are going on, it is compulsory to attend 1 meeting a month usually on Thursday 5pm – 7pm. We also ask that you come to Impressions exhibition openings and relevant events.

Photographer

Aim

Photograph New Focus events and Impressions exhibitions for the New Focus blog and social networking sites. Photographs will also be used on Impressions website.

Responsibilities

- Photograph all New Focus and Impressions events
- Create 1 blog post on an exhibition and 1 on an event at Impressions this can be a medium of you choice
- Proactively help source guest bloggers
- Photograph other events in Bradford and support the social networker and bloggers with visual material

Essential Criteria

- Age 16 -25
- Passionate about Bradford
- Live, work or study in Bradford
- Knowledge of cameras
- Access to a camera

This will give you skills in

- Events photography
- Exhibition Photography
- Editing content
- 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 – Technical Assistant

Position - Youth Advisory Board Member (Voluntary)

Hours - Vary dependant on what projects are going on, it is compulsory to attend 1 meeting a month usually on Thursday 5pm – 7pm. This position will mean working Impressions Gallery hang weeks. We also ask that you come to Impressions exhibition openings and relevant events.

Technical Assistant

Aim

To work closely with the Gallery Technician to install new exhibitions and write a blog about your experiences.

Responsibilities

- Support installation of exhibitions at Impressions Gallery
- Create 1 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 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

This will suit someone who is interested in gaining experience of installing photographic exhibitions.