



General Information and How to Apply

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

We want New Focus to be representative of all sections of society. Disabled people and those from Black, Asian and minority ethnic backgrounds are under-represented in the cultural sector, so we particularly encourage young people in these groups to apply.

Job Roles

There are loads of job roles available, you do not have to choose one, you can do a few! It's all about having fun and finding out what you enjoy.

- Events Assistant
- Film Maker
- Photographer
- Social Networker

How to Apply

- Please read the job descriptions below 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 this pack and return via email to newfocus@impressions-gallery.com or post to New Focus, Impressions Gallery, Centenary Square, BD1 1SD. By Tuesday 1 June at 12 noon.
- If you have any questions or want more information contact Jennifer Sobol via the above email address above, or contact us on social media. Instagram @ImpNewFocus, Facebook NewFocus/Impressions Twitter @ImpNewFocus

Once you have sent your application we will be in touch with more information.



Role Description – Events Assistant

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, working directly with the public to create fun and informative creative events.

Responsibilities

- Thinking of new ideas for events and working in a team to make them happen
- Working face to face with the public
- Assisting with Impressions events openings, talks, and workshops etc
- Collecting data, questionnaires and feedback for evaluation
- Assisting with general administration and organisation

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
- General administration
- Collecting and analysing data

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



Role Description – Film Maker

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

You will work in a small team of 3 to 4 to support Impressions Gallery by making short films and other media content to help us connect with people in Bradford and beyond.

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

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

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

Work in a team and support photography workshops. Capture the New Focus journey and share activity on social media. Photographs may also be used on the Impressions website, marketing material, and added to the Impressions archive.

Responsibilities

- Support photography workshops
- Photograph Impressions Gallery exhibitions and events and provide visual material on New Focus projects
- Supply content for social media

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

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 and Twitter
- 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.