

Hello!

Thank you for your interest in the role of Producer (Young People and Adults) at The Bowes Museum.

Here, you'll find information about the role, its key responsibilities and a person specification.

The Bowes Museum is a charity managing a Grade 1 listed accredited museum and Grade 2 listed parkland in Barnard Castle. Founded by Joséphine & John Bowes over 150 years ago, this purpose-built Museum brings together an extraordinary, Designated collection of European fine and decorative art as a cultural resource for the people of Northern England, where today we celebrate Artists, Designers and Makers.

This new role of Producer (Young People and Adults) will help to develop and further build an ambitious learning programme unique to The Bowes Museum.

As the post holder, you will design, develop and co-deliver events, activities, long-term initiatives and one-off interventions for and with young people and adult communities of interest, geography and circumstance that build curiosity in, improve access to, and forge connection with, the Museum's collections, building and Parkland. Working closely with staff, partners and community members to co-create contributions to programming, your engagements will encourage thinking and action relevant to global, social and cultural concerns.

As successful candidate, you will have a strong belief in the power of cultural learning, a passion for storytelling through collections and strong communication and interpretative skills. We need a proactive individual with experience of working with young people and adult audiences, coproducing events and activities and commissioning and contracting Artists, Designers and Makers.

Does this sound like you? If so, we'd love to receive your application.

There's more information below.



Job Title Producer (Young people and Adults)

Reports to Learning Manager

Salary £26,000 pro rata (£21,081.08 actual)
Term Permanent, 30 hours per week.

Place of Work The Bowes Museum

Organisational relationships:

Reporting to Learning Manager

 Working alongside – Learning, Collections and Production & Display Teams and Director of Programme and Collections

• Direct reports – none

The role: To support the access to, interpretation of and engagement with an internationally-recognised collection at The Bowes Museum, its building and Parkland. The role will work closely with staff, partners and community members to co-create contributions to programming that think critically about global, social and cultural concerns and inspire curiosity and connection with The Bowes Museum. Through this work we will build strong, reciprocal relationships with people in our communities, peers in our sector and academics in relevant research institutions.

1. Role purpose:

- To increase access to, understanding of, and curiosity in, The Bowes Museum's collections, building and parkland across all our targeted and adult communities and stakeholders.
- To support the conception, development and delivery of programming for young people and adults in communities of interest, geography or circumstance; in line with The Bowes Museum's Mission.
- To practice and champion co-production processes and principles.
- To build effective relationships with a range of partners and community organisations to support the delivery of an experiential and creative programme, within the building and beyond our bricks.
- To take a lead role in recruiting, commissioning and mentoring artists and other practitioners for community young people and adult-specific workshops, commissions/residencies and long-term, civically-engaged initiatives.

2. Specific Responsibilities and Duties:

- To lead on the initiation, development and delivery of learning initiatives relevant to targeted communities of young people and adults in line with the direction of The Bowes Museum.
- In collaboration with the Learning Manager and wider programming team, lead on the development and delivery of a highly engaging young people and adult learning programme that builds connection, curiosity and creativity with a variety of local communities and stakeholders
- Build relationships and partnerships with regional, national and international individuals and organisations to develop and deliver joint projects.



- Regularly evaluate and report the outcomes and impact of community young people and adult programming at The Bowes Museum keeping necessary records and processes in place to inform these reports.
- Work in partnership on and off site with groups and organisations as required.
- Ensure that relevant activities are delivered professionally and in a timely manner to maximise meaningful engagement; including health and safety, budget management, programme plans, communications plans, agreements, and evaluation activities.

3. **General responsibilities and duties:**

- Contribute effectively to the success and culture of The Bowes Museum.
- Interact and cooperate proactively with all employees, trustees and volunteers, ensuring good teamwork, inclusive practices, and interdisciplinary activities across work strands, projects and programmes.
- Manage individual performance of assigned staff, volunteers, and researchers as appropriate and in line with the organisation's performance management processes.
- Develop reports, with the support of the Learning Manager for Senior Leadership Team,
 Exec Director, Trustees, Committees, Funders etc.
- Make best use of technology across our activities.
- Support effective communications and promotion of The Bowes Museum and our activities.
- Work flexibly at times and on occasions that connect with the needs of our audiences and communities.
- Ensure we are adhering to and compliant with our policies, processes and statutory obligations.
- Take ownership of your professional and personal development, working with your line manager to identify and address gaps in skills and competencies.
- Ensure that the Health and Safety policy, organisation arrangements and procedures under your control are understood, implemented, and monitored.
- Help to ensure any barriers to equality of opportunity are removed and to eliminate unfair and unlawful discrimination, giving everyone an equal chance to learn, work and live free from discrimination and prejudice.
- Demonstrate and advocate for the museum's values and behaviours in all we do.



Person Specification: Producer (Young People and Adults)

Criteria	-	Demonstrable in Application (A), Interview (I) or Task (T)
Job-specific competencies/qualities/experience:		
Demonstrable experience working with young people and/or adults people in community settings	Е	ΑΙ
Experience of initiating artist-led commissions and interventions with communities of geography, interest or circumstance	E	A I
Strong relationship-building skills together with good experience and understanding of audience development and co-production.	E	A I
A demonstrable understanding of relevant regional and national policy and programming including the socio-economic, cultural and political challenges and opportunities in the North East	E	1
Demonstrable experience of evaluation methods and impact measurement	E	ΑΙ
Strong writing and interpretive skills, with attention to detail.	E	A
A good understanding and knowledge of fine art and European decorative arts, including current debates, artistic practice and theory.	D	A I
Experience of delivering socially-engaged artist programming.	D	ΑΙ
Experience of learning programming in a cultural or heritage setting	D	A
Experience of working in the North East and/or Yorkshire	D	A
Core competencies/qualities/experience:		
Highly organised, able to prioritise and work to tight deadlines	Е	A
Display high levels of enthusiasm, flexibility and commitment. An excellent team player	E	АТ
Ability to communicate effectively internally and externally, engaging with and enthusing others	E	Т
Experience and ability in navigating challenges proactively and effectively	E	Т
Willingness to be accountable for personal performance	E	ΑΙ



Knowledge of Equality, Diversity and Inclusivity issues and experience in addressing these proactively	D	A
Experience using technology and digital platforms for business and project management, engagement and communications.	D	A
Generic competencies/qualities/experience:		
Commitment to continuous personal development	E	А
Qualifications:		
Advanced level education, or equivalent, or evidence of professional learning and experience.	D	А



Key information

Title: Producer (Young People and Adults)

Hours: 30 hours p/w

Contract type: Permanent

Salary: £26,000 pro rata (£21,081.08 actual)

Location: The Bowes Museum, Barnard Castle with 2 home working day p/month

Closing date: 9th June 2025 Interview date: 17th June 2025

To apply please send an up to date CV and Covering Letter to <a href="https://example.com/https://example.

Your Covering Letter should refer to the essential criteria noted in the Person Specification. Please tell us about how your specific skills and professional experiences meet the different competencies, qualities and experiences required and give examples.

For role specific questions, please contact Alia Cruz, Learning Manager at alia.cruz@thebowesmusuem.org.uk or Jane Whitehead, Interim Director of Programmes and Collections at jane.whitehead@thebowesmuseum.org.uk

We are an equal opportunities employer. Diversity within our workforce, programmes and approaches is crucial to our mission of being equitable, sustainable and relevant. We particularly welcome applications from candidates who have been traditionally under-represented within the sector including those who identify as people of colour and/or people with disabilities.