

# BALTIC



**Vacancy**  
**Assistant Producer - Communities**

# Vacancy

## Assistant Producer - Communities

<b>Job Title</b>	Assistant Producer - Communities
<b>Salary</b>	£21,358 per annum
<b>Contract</b>	30 hours per week, 12 months fixed term
<b>Location</b>	Baltic Centre for Contemporary Art, Gateshead, NE8 3BA
<b>Deadline</b>	Sunday 20 July 2025 23:59

Baltic is a large must-visit art gallery and an iconic destination on the Gateshead quayside. We offer a warm welcome to 400,000 visitors each year and have just received our 10 millionth visitor.

We have an exciting opportunity for someone to join the team at Baltic as an Assistant Producer - Communities. As part of our dynamic and friendly Learning and Civic Engagement team, you'll help build connections and nurture relationships with people and groups across Gateshead and the North East of England. With a belief in the power of art to bring people together and as a tool for social change, you will work responsively with the Producer (Communities) to develop and deliver co-produced events, and community-focused programmes.

This is a varied role, where a typical week might involve booking catering for an event, talking with community collaborators and friends, and supporting volunteers to feel welcome at Baltic. A positive, can-do attitude is essential. You will be skilled in working with people, with a knack for building collaborative relationships to deliver creative projects and events. You will value ideas from our community and partners, be able to hold inclusive spaces for a range of people and facilitate dialogue with the communities we work with.

<b>Reports to</b>	Producer (Communities)
<b>Working hours</b>	30 hours per week
<b>Place of Work</b>	Your usual place of work will be Baltic, South Shore Road, Gateshead.
<b>Annual leave</b>	25 days plus bank holidays pro-rata
<b>Benefits</b>	30% discount at Baltic Shop, discounted menu at Baltic Kitchen, 10% off standard rooms & food at Malmaison Hotel Newcastle, Discount at local retailers, Employee Pension Scheme, Employee Assistance Programme

## About the role

The Assistant Producer - Communities role sits within Baltic's Learning Team, working collaboratively with the Producer (Communities) and wider Baltic teams. The role includes volunteer support, event delivery, and nurturing relationships with Baltic's communities. We work with a wide range of people, and for the last five years have built a particular focus on working with communities with sanctuary seeking experience. The role is part-time, Monday-Thursday, and one Saturday each month, apart from our busy events period in March, when you will be required to work more weekends.

# **Job Profile**

## **Assistant Producer - Communities**

### **Key Outputs and Accountabilities**

- Work with the Communities Producer to build connections and dialogue with people in Gateshead and across the North East. Together with the Communities Producer, you will be a point of contact at Baltic, as well as a collaborator, working closely with people to co-produce a community centred programme of work.
- Work closely with artists to ensure they feel supported when involved in the delivery of projects, including onsite at Baltic and offsite in community venues and schools. This will include inviting artists to be part of activities and projects, providing information and ongoing support, and ordering materials.
- Support event planning and delivery, including event administration and logistics, contributing to risk assessments, and working with partners and different contributors to arrange catering and activities.
- Support our work with volunteers, including contributing to volunteer inductions, ongoing correspondence with volunteers, arranging training and development conversations with volunteers, recording volunteer hours, and processing volunteer expenses.
- To assist in the evaluation of the community programme, including regularly talking with and listening to people's ideas and concerns as part of a continuous feedback loop, and carrying out structured evaluation appropriate to the audience – i.e. considering language barriers and access.
- To assist the Communities Producer to build and nurture relationships and partnerships with regional and national organisations to develop and deliver joint projects.
- To effectively track spending and monitor agreed budgets.
- To liaise effectively with all Baltic teams to carry out the above objectives.
- To book artists and help manage the delivery of Meet & Make sessions for families.
- To work with the Visitor Experience team to support and contribute to events and activities in Front Room, Baltic's free community space.
- To undertake any other duties as may be reasonably required.

# Personal Specification

We welcome applications from people with applicable skills rather than direct experience. You might have experience in community organising and event planning, or you might be that person in your neighbourhood that brings people together, listens to people and offers kindness. What matters is that you are excited by the prospect of collaborating with a wide range of people, building empathy and kindness, and working creatively to forge positive futures and grow belonging. Here are some more things we're looking for in your application:

## Essential

- Able to communicate well and hold inclusive spaces for a wide range of people.
- Kindness, approachability and integrity – able to build connections with people, regardless of their lived experience.
- Strong relationship building and teamworking skills.
- Excellent organisational skills and attention to detail, including the ability to carefully plan and prioritise workloads to meet deadlines.
- Experience of working with communities, including but not limited to those seeking sanctuary.
- An interest in the power of art, to bring people together; as a tool for social change; and to explore and translate ideas which inspire empathy and action.
- An ability to think creatively and have a creative approach to solving problems.
- Flexibility, a positive attitude, and a willingness to work evenings and weekends when required.
- The ability to work well under pressure, ensuring the smooth and efficient running of community events.

## Desirable

- Experience or knowledge of refugee and displacement issues, with a commitment to the sensitivities and ethics around forced migration and trauma.
- Experience of supporting artist-led projects with children, young people and adults.
- Knowledge and/or experience of event planning or project management.
- Experience and knowledge of socially engaged participatory arts practice.
- An understanding of the barriers that people face in accessing contemporary art and a commitment to overcoming them.
- Experience of working with children and young people, schools and/or community groups.
- We are committed to building a diverse and inclusive team and strongly encourage applications from under-represented groups, including individuals with disabilities and those who have experience of migration or displacement.



## About Baltic

Since 2002, Baltic Centre for Contemporary Art has stood as an iconic landmark and much-loved gallery, on the Newcastle Gateshead quayside. We are the largest art gallery in the UK without a permanent collection, free to access and receive over 400,000 visits each year. Baltic boasts four galleries, community spaces, library, sensory room, cafe, shop and rooftop restaurant, and breathtaking views of the Quayside.

We capture the public's imagination with our dynamic mix of awe-inspiring exhibitions, community gatherings, and opportunities to learn. Baltic's daring exhibition programme focusses on new work, platforming local, national and international artists through twelve annual commissions. We have exhibited over 850 artists from 78 nationalities, including world renowned names Martin Boyce, Antony Gormley, Yoko Ono, and Jenny Holzer.

Baltic inspires the next generation of artists by empowering children and young people to experience art, create art and enhance their confidence, skills and wellbeing. We build lifelong engagement, creating clear stepping stones from early engagement with young people via local schools, to supported opportunities and pathways into creative careers. 29% of our visitors are aged below 24, and 41% are Family groups.

Baltic is supported by Arts Council England, Gateshead Council and Northumbria University. We generate earned income through our commercial activities including Baltic Shop, venue hire, donations and catering outlets.

## Our Values

**We value listening:** A listening organisation is a relevant organisation. We create positive impact by understanding and responding to the needs and motivations of our audiences and communities.

**We value accountability:** An accountable organisation is transparent and rigorous. We build trust by behaving with honesty and integrity.

**We value courage:** A courageous organisation is bold and takes risks. We platform progressive and thought-provoking ideas and practices.

**We value equity:** An equitable organisation values equality, inclusion and diversity. We champion equity and challenge racism and prejudice.

**We value sustainability:** A sustainable organisation is resourceful and environmentally conscious.