Made in the Tyne Valley: Open Studios Art Trail

Project Co-ordinator Job Description

Project Overview

Funded by the North East Mayor's Events Fund and supported by Northumberland County Council, *Made in the Tyne Valley* is an exciting new arts festival led by Queen's Hall Arts, celebrating the creativity, talent and vibrant artistic community of the Tyne Valley. The festival will launch with a pilot weekend on Saturday 20 and Sunday 21 March 2027.

Over one weekend, the festival will open the doors to 35–50 artists' studios and creative spaces, inviting thousands of visitors to meet local makers, discover their work and explore the beautiful Tyne Valley.

With free studio visits, creative demonstrations, workshops and family activities, the festival aims to make art accessible to everyone while supporting local artists, independent businesses and cultural tourism.

This ambitious new event has the potential to become a much-loved fixture in the region's cultural calendar, showcasing the Tyne Valley as a thriving destination for arts and creativity.

Project Timeline: November 2026 – May 2027

December 2026: Project Initiation

January 2027: Artist Recruitment, Programme Design, Bursaries & Marketing Build

February 2027: Full Marketing Campaign & Logistics

March 2027: Festival Delivery

April 2027: Evaluation & Future Planning

May 2027: Final Reporting & Dissemination

Job Description: Project Co‑ordinator

About the Role

The Project Co-ordinator will play a key role in delivering the pilot of *Made in the Tyne Valley*, an exciting new open studios art trail taking place on Saturday 20 & Sunday 21 March 2027.

Working closely with Queen's Hall Arts Artistic Director & CEO, the Project Co-ordinator will manage the day-to-day planning and delivery of the festival, including artist liaison, logistics, marketing coordination and evaluation.

This freelance role calls for strong organisational and communication skills, a collaborative approach and the ability to work confidently with artists, partners and volunteers. The Co-ordinator will help ensure a successful first event, laying the foundations for the festival's future development.

The role runs from **December 2026 to May 2027**, with the busiest period expected between January and March.

Key Responsibilities

Project Management & Administration

- Develop and maintain the project delivery schedule, ensuring key milestones are met.
- Coordinate meetings, communications and documentation for the project team and steering group.
- Maintain accurate records, including artist details, accessibility information, workshop schedules and evaluation data.
- Manage enquiries and information requests from artists, partners and the public.

Artist Liaison & Programme Delivery

- Support the recruitment of 35–50 participating studios and makers across the Tyne Valley.
- Act as the main point of contact for artists, providing clear guidance on participation requirements, accessibility, signage, opening hours and visitor experience.
- Coordinate participation by bursary recipients and non-studio artists, ensuring their needs are met.

- Assist with the planning and delivery of artist training sessions (visitor experience, marketing, pricing, accessibility).

Marketing & Communications Support

- Work with Queen's Hall Arts Freelance Marketing Lead to gather content, studio information and images.
- Coordinate the distribution of printed materials (trail maps, posters, postcards).
- Support social media scheduling and the promotion of festival through partners, including Northern Rail, Visit Northumberland and other tourism bodies.
- Ensure consistent messaging around sustainable travel, accessibility and visitor experience.

Logistics & Event Delivery

- Plan and coordinate festival signage, volunteer roles, workshop schedules and studio trail routes.
- Support volunteer recruitment, training and briefing.
- Ensure all participating studios have the information and materials they need for a smooth festival weekend.
- Provide on-the-ground coordination during the festival on (20 & 21 March 2027), including troubleshooting, communications and daily reporting.

Evaluation & Reporting

- Set up pre-event evaluation tools (baseline surveys, postcode mapping, artist income tracking).
- Support data collection during the festival, including visitor numbers, wellbeing indicators and artist feedback.
- Support the analysis of data and contribute to the final evaluation report, helping identify learning and recommendations from the pilot event.
- Assist with **sharing** findings **with** partners, artists and stakeholders.

Partnership & Stakeholder Support

- Maintain positive relationships with tourism partners, transport partners, local businesses and community groups.
- Help prepare updates for funders and the steering group.
- Contribute to early scoping for future festival development (2028–2030).

Role Requirements

- Strong organisational and project management skills.

- Excellent communication and relationship-building abilities.
- Experience of working collaboratively with artists, volunteers and teams delivering public-facing events.
- Ability to manage multiple tasks and deadlines calmly and efficiently.
- Experience in arts, cultural events, community projects or creative micro-business environments.
- Knowledge of, or familiarity with, Northumberland and the Tyne Valley area.
- Ability to travel across the Tyne Valley, including to rural studio locations.
- Commitment to accessibility, inclusion and delivering a high-quality visitor experience.

Fee & Contract Details

Fee: £12,000 (fixed freelance fee for the project, including travel & expenses).

Contract period: December 2026 – May 2027.

Time commitment: Approximately 3.5–4 days per week between January and April 2027, with flexibility around project requirements. Some additional time may be required during the festival weekend (20 & 21 March 2027).

Contractual arrangements: The successful candidate will be contracted by Queen's Hall Arts, with payment made directly by Northumberland County Council.

Location: Predominantly remote working, with attendance at meetings and events across the Tyne Valley as required, including the festival weekend.

How to Apply

Please send your current CV and a covering letter (maximum 500 words) outlining your relevant experience, the skills you would bring to the role and why you're interested in being part of *Made in the Tyne Valley*.

Please email your application to **workforus@queenshall.co.uk**.

Closing date: Monday 14 December, 9am

Interviews: 16 & 17 December

If you have any questions about the role, require any support with your application or wish to apply via a different format, please contact us at the email address above.

Queen's Hall Arts welcomes applications from people of all backgrounds and is committed to making our recruitment process accessible and inclusive.

Queen's Hall Arts Centre | North East Mayoral Strategic Authority | Kim McGuinness North East Mayor | Northumberland County Council