

# NORFOLK & NORWICH FESTIVAL

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May 2012

Dear Applicant

## Bridge Programme Manager – Norfolk & Suffolk (full-time; permanent)

Thank you for requesting information about the post of Bridge Programme Manager – Norfolk & Suffolk for the Norfolk & Norwich Festival.

The job application pack comprises the following:

- Job description and person specification
- Application form
- Organisational structure diagram
- Equal opportunities recruitment monitoring form
- Arts Council Bridge Organisations Briefing document
- Artsmark & Arts Awards briefing documents

Norfolk & Norwich Festival is one of the flagship arts organisations for the East of England. We are one of the most significant arts festivals in the UK with a reputation for innovative and inspirational programming and commissioning.

The Festival has created a new Department of Participation & Engagement which will focus on making world class art and creating transformative opportunities for people to have meaningful interactions with artists and artistic projects. The department will also lead on the Arts Council's Bridge initiative.

The **Bridge Programme Manager – Norfolk & Suffolk** will play a key role in this new team, working with Arts Council England, brokering strategic partnerships and networking with organisations and individuals from relevant sectors including local authorities, education, creative, cultural and heritage sectors, skills and training, both regionally and nationally to meet targets and milestones.

If you fulfil our selection criteria and are interested in making an application please complete the application form and equal opportunities monitoring form and return them together with a covering letter to Oliver Payne, Participation & Engagement Administrator by **9.30 am Wednesday 23 May 2012**. Interviews will be held in Norwich on **28<sup>th</sup>-30<sup>th</sup> May 2012**. Please advise us in your covering letter if you are unavailable on any of those dates. If you have not heard from us by 5.30 pm on Monday 28th May, please assume that your application has been unsuccessful on this occasion.

Yours faithfully



Clare Lovell  
Director of Operations

Funded and supported by



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**ARTS COUNCIL  
ENGLAND**

 **Norfolk** County Council



**NORWICH**  
City Council

**Patron** Sir Timothy Colman KG  
**Chair** Caroline Jarrold  
**Artistic Director** William Galinsky

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