



RWA (Royal West of England Academy)

Job title: Associate Programme Producer

Contract Fixed Term for 24 months

Hours: 3 days per week (22.5 hours). These can be used flexibly to accommodate other projects

Salary: £26,500 pro rata (£15000 p/a)

Annual leave: 28 days paid holiday pro rata in each holiday year, plus public holidays

Location: RWA, Queen's Road, Bristol, BS8 1PX

About the RWA

Located in a spectacular Grade II* listed building in the heart of the city of Bristol, the RWA is the UK's only Royal Academy of Art housed in its own, original, purpose-built gallery. We are proud to bring world-class visual art from around the world to the south-west, and we have done so since 1844. Our vision is to be a place that welcomes, inspires, and enriches the lives of all people from all communities and all backgrounds through art and creativity.

Role Description

We are looking to welcome an Associate Programme Producer to join the team who will work closely with the Head of Exhibitions as well as in collaboration with the wider team to help shape, produce and deliver a dynamic programme of public events.

The RWA Exhibitions team delivers an ambitious year-round programme of exhibitions, publications and events, alongside the care and display of our permanent collection. Each year this includes three major ticketed exhibitions of historic and contemporary art and architecture, from the much-loved Annual Open Exhibition to bold summer shows designed to reach new and diverse audiences.

Over the next two years we want to expand our programme public events - talks and live events - into a dynamic, values-led offer that engages a broad range of audiences and deepens connections with our exhibitions and ideas.

The role will focus on building a commercially sustainable model through careful planning, budgeting and income generation while maintaining creative ambition and accessibility.



This role will suit someone at an early stage of their career and offers a unique balance of learning and leadership. You will contribute your own insights while gaining hands-on experience in programme development, production, and project management. Beyond the day-to-day, you'll be supported by dedicated mentorship, training, and access to and engagement with industry networks.

Including everyone

RWA recognises that each of us bring our experiences, our backgrounds and our own unique perspectives to what we do. You may not have direct experience of a cultural organisation but you may have relevant experience in a different setting.

We believe our work will be stronger with greater diversity and welcome applications from those who bring balance to our organisation. We, therefore, welcome applications from people with characteristics currently underrepresented in our governance and will offer an interview to those who meet our minimum requirements and are global majority (including multi/dual mixed heritage); identify as non-binary, trans and/or LGBTQ+; have a recognised disability, or are neurodiverse.

Inclusive recruitment aims to remove barriers for people included in the above description, so that they have a more equitable opportunity of being invited for interview if they meet essential criteria.

Main Tasks and Responsibilities

Public Programme Development & Delivery

- Research, develop and deliver a programme of talks and live events that engage a broad range of audiences and deepen connections with RWA exhibitions and ideas.
- Coordinate the live and public programme for major summer exhibitions: **Dance Out (9 May – 9 August 2026)** and **British Art Show 10 (19 June – 19 September 2027)**. NB. British Art Show 10 is a touring exhibition that will be hosted by RWA, Arnolfini, Spike Island and Bristol Museum and Art Gallery, and the postholder will be expected to liaise with counterparts in these organisations.



- Work within agreed budgets and contribute to building a financially sustainable public programme through careful planning, budgeting and income awareness.
- Identify opportunities to embed equality, diversity, inclusion and belonging (DEIB) principles and improve accessibility across all programme activity.
- Contribute to evaluation to inform future planning and audience development.
- Contribute to the development of a forward business plan for the event programme at the end of year 1.

Programme Production & Administration

- Act as a key point of contact for artists, creatives and contributors, maintaining clear and timely communication throughout programme development and delivery.
- Coordinate the practical delivery of events, including scheduling, logistics, contracts, preparing risk assessments and event plans, welcoming artists and audiences, and on-the-day support.
- Compile and share programme information for marketing and communications, including website content, brochures and press materials.
- Update programme webpages and digital listings as required (training provided).
- Maintain accurate records, including the internal artworks database, and share information about upcoming activity with the wider team.

Exhibitions & Gallery Support

- Liaise with exhibiting artists to support their full participation in exhibitions and related public programmes.
- In liaison with the Head of Exhibitions, ensure that the public programme is conceived and delivered without compromising the safety of artworks on display, and in compliance with RWA insurance, art handling, environmental and loan conditions.
- Support the development of accessible interpretation and communication related to the public programme.
- Ensure staff and volunteers are appropriately briefed on public programme activity.
- Schedule, support and minute forward programme meetings.

General Responsibilities



- Ensure Equality, Diversity, Inclusion and Belonging is considered in all elements of work.
- Work collaboratively with Academicians, staff and volunteers as needed.
- Attend and engage in team meetings, Trustee meetings and others as required.
- Follow RWA policies and procedures, such as health and safety and data protection policies.
- Always act in a way befitting the RWA and perform your role to a high standard, to time, and with dedication and commitment.
- This job description is not exhaustive, and other duties will be determined by circumstances and individual aptitude as and when required.

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none">• Knowledge and interest in the visual arts and live event programming• Commercial awareness, with a focus on income generation and financial planning	<ul style="list-style-type: none">• Awareness of current museum and gallery practice.• Experience of working with communities in Bristol and the South West.
Experience	<ul style="list-style-type: none">• Proven, paid experience in project management, research, artist liaison, facilitator or production role within the creative or heritage industries.• Experience delivering quality customer service.• Proven experience working within budgets and generating income for events or programmes.	<ul style="list-style-type: none">• Paid experience of working in a museum, heritage attraction or art gallery



	<ul style="list-style-type: none">• Experience in the practical delivery of events, from logistics to on-the-day management.	
Skills and attributes	<ul style="list-style-type: none">• Strong interpersonal skills, with the ability to build and maintain relationships with a wide range of individuals, including artists, creatives, and audience members.• Highly organised, able to manage a varied workload with accuracy and excellent attention to detail.• Resilient and calm under pressure, with the ability to prioritise effectively and meet fixed deadlines.• Effective communicator, with excellent written and verbal communication skills.• Proficiency in Microsoft Word, Excel, and Outlook, with the ability to master new software platforms.• Creative problem-solving skills, with the ability to find solutions to challenges that arise during programme delivery.• Strong project management skills, with experience managing multiple concurrent projects.• Understanding of and commitment to embedding equality, diversity, inclusion, and belonging principles across all programming activities.	<ul style="list-style-type: none">• Ability to master new software programmes.



Circumstances	<ul style="list-style-type: none">• Prepared to work flexible hours as required by the schedule.	
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How to apply

- Submit a CV and covering letter, each no more than 2 pages, or a 3 minute video outlining how you meet the requirements of the role to vacancies@rwa.org.uk.
- Deadline for applications is **Monday 9 March 10am**

Terms and conditions of appointment:

The post is subject to a probation period of 3 months.

The post holder will be required (as are all other members of staff) to work occasional evenings, Saturdays, Sundays, and Bank Holidays and will be expected to attend Private Views and other Learning and Participation out-of-hour events where required.

The post will be based principally at the RWA, but the nature of our work may require the post holder to work off-site.

The appointment is subject to receipt of two satisfactory references and proof of right to work in the UK.