



Programme Manager at The Art Station

- 4 days per week including some evenings and weekends across the programme year
- £35,000 pro rata
- Based on-site in Saxmundham
- Deadline for applications 09/08/2026
- Start date asap or by beginning of October 2026

About Us

The Art Station is a small energetic arts charity that offers a free inclusive art and learning programme for all ages across the year. Our programme of exhibitions, talks, walks, tours, creative hands-on sessions, creative health and environmental focused work increases access to high-quality creative opportunities for our local community and visitors to East Suffolk. We are located right on the high street in Saxmundham, a small and pretty historic market town. Our two period buildings are 48 High St – first floor of the former 1956 telephone exchange and 24 High St, The Old Bank which has a huge riverside garden.

Our busiest period of public facing delivery is March to November and we offer one or two large scale festival days per year. There are a number of creative health projects that run across the year. We are developing the cultural economy locally and regionally and a supportive network for creatives through affordable workspaces, mentoring and professional support, residencies, and peer crits. We offer volunteering, paid work placements and work experience for young people; offering pathways into the creative industries and transferable skills. We employ approximately 60 freelance creatives per year who work across our programme. Our funding is achieved through support from 40-60 funders per year and some charitable trading. Our programme characterises Saxmundham as an interesting place to live, work and visit and brings visitors to our town and local area who increase the high street spend which supports our local businesses.

The Art Station is at the beginning of an ambitious busy two-year period of strategic development to secure core funding and capital development to make our buildings fit for purpose into the future. We're looking for a Programme Manager who can hit the ground running and whose skills, experience and commitment ensure the programme is effectively managed during this period of extra activity and change.

The Role

A creative and enthusiastic individual who manages the day-to-day running and administration of an arts charity and the development and delivery of an exciting and busy art and learning programme. The programme activities are based at our two buildings, in our garden and other buildings across town and for specific projects in other venues across East Suffolk.

You are interested in and aware of the positive value of contemporary art, the creative industries and rural regeneration. You show a commitment to developing a local arts organisation and have an interest and understanding in the benefits of art and creativity to health and wellbeing.

You enjoy being part of a small busy team with the following roles: Programme Coordinator, Community Engagement Manager, General Manager, Director. You will be communicating and liaising with volunteers, freelancers and our board of trustees. Our team office is located at 48 High St where there are also nine workspaces for creatives and co-working desks.

You will manage the Art and Learning Programme (comprising of exhibitions, talks, residencies, creative health sessions and workshops), general admin and co-ordination of the venue and its spaces that relate to delivery of the programme. You are happy to use your initiative, pitching-in when necessary and helping with a range of tasks.

You will line manage the Community Engagement Manager and Programme Co-ordinator and any freelancers who are delivering aspects of the programme.

You will have some fundraising experience up to £25k and understand the fundraising process and how to shape fundraising approaches.

You will be a confident communicator who can communicate verbally, face to face and in writing to a variety of stakeholders, partners, community, funders and creatives.

Adept with multiple software programmes including Office365, Mailchimp, Wordpress, Google Analytics and relevant design software, you will be familiar with using ChatGP in order to make some standard writing tasks more efficient.

Your responsibilities will include overseeing and implementing marketing, communications and developing and managing the website in liaison with developers and briefing freelance designers when necessary and delegating marketing tasks to the team.

Responsibilities

- Management of planning, development and delivery of all elements of the programme, exhibitions, events, residencies, talks, tours etc in collaboration with the team and Director; including artist contracts, logistics, promotion and engagement.
- Co-ordination, administration and facilitation of the Art and Learning Programme.
- Line management of the Programme Co-ordinator and Community Engagement Manager, supporting them in their role in order that they develop their skills and experience to effectively support the programme.
- Fundraising re programme activities and participating in training to gain specific fundraising skills. Working with the Director and any Associate Fundraiser to maximise resource and effectiveness of applications and approaches. Supporting the Programme Co-ordinator and General Manager to oversee any fundraising they are carrying out.
- Research data and evidence to support effective fundraising case for support from a variety of sources including academic, local and regional policies and research documents.
- Production management of exhibitions, events and activities in liaison with internal and external staff including pre-install, installation, de-install and post-production.
- Project and production management of annual festival days in liaison with freelance external support and internal staff team.
- Liaison with general manager in terms of project budgets and day to day financial management
- Effective marketing and communications including mailouts, social media management (in collaboration with the Programme Co-ordinator) and advanced website management and optimisation including SEO and audience analysis.

- Development and maintenance of contact databases with support from the Programme Coordinator and team.
- Utilising relevant design software to create promotional assets for programme events, consistent with branding guidelines. Using templates where available to be more effective.
- Support development of The Art Station strategies, processes, policies and associated documents in collaboration with the Director and General Manager.
- Evaluation – understanding and developing monitoring evaluation approaches within the programme and documentation, presentation and archiving of the data and results.
- Welcoming users of the creative hub – including co-working area, tech space and studios.

Person Specification

- Ability to work effectively under pressure and prioritise workloads
- Interested in art, the creative industries and regeneration
- Ability to use initiative, self-manage and remain motivated
- Friendly, patient, practical and professional
- Experience working with the public
- Experienced fundraiser up to £25k applications
- Experience of managing 1 or 2 people
- Good writing and administration skills and attention to detail
- Experience using social media platforms
- Collaborative approach to working and a team player
- Happy to attend training in order to develop appropriate skills
- Enthusiastic and proactive
- Good communication skills
- Meticulous attention to detail
- 5 years' experience at equivalent level administrative role

Terms & Benefits

Hours of work: 4 days per week

Located at: The Art Station building, Saxmundham

Salary: £35,000 pro rata (0.8 FTE)

Term: 1 year

Holidays: 23 days per year plus bank holidays

Incl: Nest pension, 5 days sick pay at full pay

To Apply



Please send your CV and a cover letter to info@theartstation.uk

Any questions about the role can also be sent to info@theartstation.uk, or please call 07927 770 421 to speak to Tor or Clare.

The deadline to apply is **Midnight on Sunday August 9th 2026**

Interviews Monday August 17th, Tuesday August 18th 2026

Preferably to start asap or latest by beginning of October 2026