

JOB DESCRIPTION

Title: **Learning & Participation Assistant (Young People & Schools)**
Fixed Term until January 31, 2023

Reports to: Acting Head of Learning & Participation

Salary: £24K (pro rata)

Length of Contract: Fixed Term until 31 January 2023

Holidays: 23 days (pro rata)

Terms: 24 hours per week; days and times to be agreed but includes some weekends

Learning & Participation

Our programme is centred on Creative Engagement, offering more opportunities for more people to engage with culture. In 2022/23 we are particularly focusing on actively engaging more young people throughout all departments. In our wider programme we collaborate with colleagues across all departments, freelance artist facilitators and a wide range of partners, to produce opportunities for diverse communities to develop connections, curiosity, understanding, skills and creative potential.

We host fortnightly family workshops to encourage open-ended experimentation and introduce creative skills and techniques. We work with local schools supporting KS1 – KS5 pupils to develop creative thinking and practical skills. We work with Further and Higher Education students to help develop cultural awareness and critical thinking, and support the development of employability and entrepreneurial skills. We have an active youth collective – The Blueprint Collective – that meet weekly for workshops, professional development and contribute to the life of the Pavilion.

Our ambitions for young people (age 14-22 yrs) include the development of regular events called “Pavilion Lates” –and the development of long-term partnerships with community partners to reach more, and more diverse, young people.

Summary of Post

The Learning & Participation Assistant will support the Acting Head of Learning & Participation, to devise, develop and deliver an ambitious and integrated programme of activities and events to engage and inspire a wide range of audiences and partners. The Assistant will have a particular focus on working with young people and schools, as well as developing digital content for the L&P Programme.

Main Responsibilities and Duties

- Lead the delivery of The Blueprint Youth Collective regular sessions in-person every second Sunday and online every Wednesday. Developing a programme that builds confidence, helps them develop professional and personal skills, and encourages them to see the role that creativity and art can play in their lives and the wider community.
- Liaise directly with schools in the Rother District to keep them up to date on opportunities within the Pavilion. Devise and coordinate activities for schools, FEI, HEI, community groups and adult learners including, but not limited to, gallery visits, workshops and Pavilion Lates.
- Develop and produce digital content for online engagement to support all aspects of the programme, including producing material for website listings and social media promoting programme activity.
- Work with Acting Head of L&P and the Exhibitions team to coordinate activities and events to accompany the Exhibitions and Live programmes.
- Work with the Assistant Curator to produce interpretation to accompany exhibitions incl. Glossary, Resources, Activity Sheet etc.
- Liaise with freelance artist facilitators and volunteers to source, purchase and prepare materials and resources for activities and events.
- Assist with the co-ordination of outreach activity with schools and community projects.
- Support Arts Award projects.
- Produce Sales and Events Directives, liaising with FOH and Box Office staff to coordinate logistical requirements for all programme events.
- Produce Risk Assessments, Evaluation Forms, GDPR Forms for all activities.
- Coordinate and supervise work placements for school and college students.
- Manage L&P spaces- keeping Learning Space and stock room clean and stocked.

PERSON SPECIFICATION

Essential Skills and Experience

- Experience of working in a learning or educational capacity within a cultural institution, or of working with arts in an educational context.
- Experience of working with young people.
- Experience of developing photography and video elements such as social media shorts and educational films.
- Ability to engage with a broad range of people, building relationships and partnerships within the local community.
- A good knowledge of the current education landscape.
- Excellent organisational skills and meticulous attention to detail.
- Excellent people management and communication skills.
- Excellent IT skills, with experience of Microsoft Office and Adobe Creative Suite.
- Excellent time management skills and the ability to prioritise workload and remain calm under pressure.
- Flexibility to work evenings and weekends.

Desirable Skills and Experience

- Experience of cross-departmental programming.
- A good knowledge of the current contemporary culture.
- Qualified Arts Award Advisor.

Closing date: 9am 23 May, 2022

Interviews: w/c 30 May 2022

Start date: Immediately

Notes

The job description is current at May 2022. It outlines the main duties of the position and is designed for the benefit of both the post holder and the organisation in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive.

In particular, given the grading and nature of the post, the responsibilities of the post-holder may well change from time to time.

Management has the right to vary the duties and responsibilities after consultation with you.

Diversity, Equality & Inclusion

At the De La Warr Pavilion, we are committed to building a diverse and inclusive community that reflects the diversity of our society as fully as possible. A community of staff, residents and audiences where everyone feels valued, where

their contribution matters and where they can reach their full potential, irrespective of their background, identity or circumstances.

We are committed to ensuring we are hiring people that reflect the South East in its broadest form and we are currently taking action to improve representation from Black, Asian and ethnically diverse, LGBTQ+ and lower socio-economic communities and those with a disability.

We welcome applications from the above under-represented groups.