

Ferry Road, Teddington,
Middlesex, TW11 9NN
Telephone: 020 8977 7558
Fax: 020 8977 4830
www.landmarkartscentre.org
email: info@landmarkartscentre.org

JOB DESCRIPTION

Job Title: **Learning & Participation Manager**
Reporting to: Arts Centre Manager
Salary: £19,907 p/t, per annum
Hours: 9am – 5pm, Monday – Thursday **OR** Tuesday – Friday; 32 hours per week.

Note: due to the nature of the Centre's programme the post requires some weekend and evening work for which time will be given off in lieu.

Closing Date/Time for Applications: 5pm Friday April 16th 2021.
Interviews will be held w/c April 19th

Background

We are a Registered Charity governed by a Board of Trustees. We operate a vibrant programme of events and exhibitions ranging from concerts by well-known performers to highly regarded art fairs and exhibitions. In addition the Centre offers a wide range of arts education activities for adults and children. We do this in a magnificent 19th century Grade II* listed building surrounded by gardens..

Since the creation of our dedicated visual arts teaching space - The Studio in 2012, learning and participation has become a cornerstone of our overall programme. Currently this is chiefly visual and performing arts classes for adults & children, but also includes performance opportunities for local schools and family events such as The Big Draw. In 2021 we will be working with a local adult college to deliver a new range of therapeutic activities for older adults and those experiencing early onset dementia.

The current post-holder is moving out of the area, so we are seeking to recruit a new Learning and Participation Manager who will not only take over the current activity but also develop new initiatives to further expand our learning and participation programme.

Principal Responsibilities

- To administer and develop the Landmark's learning and participation programme for young people and adults.
- Together with the Administrator, support the day-to-day running of the Landmark Arts Centre.
- To contribute to the continuing development and success of the Landmark Arts Centre.

Landmark Arts Centre Ltd
Charity No: 1047080
Registered in England No. 3061090
VAT Registration No: 292910880

Main Duties

1. To administer and develop the learning and participation programme.

- Developing new classes and activities, including sourcing tutors, suitable for both young people and adults;
- Developing links with schools, other education providers (both formal and informal groups, e.g youth groups) and assisting the Arts Centre Manager on such groups' involvement within the Centre's artistic programme;
- Evaluating and monitoring the programme and preparing reports as required.
- Liaising with tutors and agreeing curriculum for each class/activity;
- Preparing and issuing tutor contracts;
- Marketing and advertising of the programme including production of class factsheets;
- Monitoring and maintaining budget information for the programme;
- Ensuring areas are prepared and equipped for specific classes as required.
- Dealing with enquiries and taking bookings for the education programme;
- Maintaining and updating relevant databases as necessary;

2. To support the day-to-day running of the Landmark Arts Centre:

- Selling tickets for events e.g. concerts;
- General administration support and office cover;
- Meeting & greeting visitors to the building & directing them to classes.

3. To contribute to the continuing development and success of the Landmark Arts Centre:

- Pro-actively communicate with, and support, the Arts Centre Manager and other staff and the Trustees in promoting and ensuring the success of the Landmark as a vibrant arts centre.

Person specification

- Strong, demonstrable, interest in arts education;
- Creative, outgoing, enthusiastic, 'can-do' attitude;
- Able to work as part of a small and dedicated team;
- Able to manage time effectively and to multi-task.

Required skills and experience

- Minimum of two years' experience of education development work either as a teacher or arts educator;

- Financially numerate;
- Excellent working knowledge of Microsoft Office, particularly Word and Excel;
- Excellent oral and written communication including use of social media tools;
- Excellent interpersonal skills;

Benefits

- Fast-paced and creative arts environment with an opportunity to make a real impact on our organisation and our community benefit
- Company pension scheme
- Strong supportive team culture

The role holder will be required to pass an enhanced Disclosure and Barring Service check before commencing employment with the Landmark Arts Centre.

The Landmark Arts Centre reserves the right to vary the duties and responsibilities of staff. Within the scope of the post, the above duties and responsibilities may be altered to suit the future needs of the organisation.