



Artists in Residence,
C/o Alperton Community School,
Ealing Road,
Midsex,
HA0 4PW

School Programme Coordinator Recruitment Pack

Overview

Reports to: Operations and Communications Officer

Commencement date: ASAP

Salary: FTE £25,000

Hours: Weekdays 8.30 - 16.30

Contract: Fixed term until October 2022 with the possibility of extension.

| Job description and personal Specification | |
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| Job title | School Programme Coordinator |
| Working hours | Full time - Mainly in the Wembley office. |
| Salary | £25,000 (Inclusive Inner London weighting) |
| Term | Fixed term until October 2022 with the possibility of extension. |
| Purpose | <p>To manage the development and delivery of the AiR school residency and community programmes in particular London boroughs with an aim of creating opportunities for young people in these areas to engage with high quality arts experiences.</p> <p>The post-holder is responsible for the successful design, delivery and evaluation of the core programme of schools residencies and other special community projects by liaising with teachers, schools, artists and cultural organisations.</p> |

About Artists in Residence

Artists in Residence (AiR) is a registered charity founded by the 2018 Global Teacher Prize winner Andria Zafirakou MBE with an aim to help to improve the Arts in Education.

Although based in a Brent School, AiR strives to bring high-quality artist residencies to schools across the UK. We are currently working with UK schools, helping them to improve their art curriculum by connecting them with artists where they work in collaboration to co-design projects that meet the needs of individual schools and students.

Key responsibilities:

- Plan, organise, oversee, document and evaluate the delivery of the Schools programmes to agreed timescales, scope and budget.
- Manage and review school and artist applications.
- Devise and deliver projects to support AiR's objectives.
- To travel to project sites in order to document activities and ensure the high quality delivery of all programmes.

- Manage, develop, induct and nurture the team of freelance artists to deliver a high-quality artist-led programme.
- Manage and develop partnerships with a range of organisations and individuals including statutory bodies, educational organisations and cultural institutions.
- Manage the collection, collation and analysis of data and questionnaires ensuring that analysis informs both strategic and day-to-day programming.
- Carry out ongoing consultation and evaluation with teachers, participants and partners to ensure that the programme is audience-focussed.
- Evaluate and organise data collection of each project from both schools and Artists
- Manage and develop AiR's programme for schools including teachers CPD, exclusive events and our teacher network.
- Work closely with the Operations Department to continuously improve the experience of Artists visiting schools and working with young people.
- Work closely with the Development Department to write funding bids, secure funds for the programme, meet donors and produce reports for funders.
- Ensure that the programme is accessible and inclusive supporting participants needs, learning styles, levels and experience.
- Support and develop the volunteering team by providing training, quality assurance and professional development for them.
- Liaise with the Communications Team on marketing and press matters including writing copy, taking photographs for the website, social media or other channels.
- Liaise with artists and schools on the day to day management and progress of sessions.
- Collate and provide detailed information and analysis as required for reports and preparing drafts in advance for the CEO.
- Ensure all Health and Safety and Safeguarding procedures are rigorously followed by all personnel involved in the schools and programmes including artists, volunteers, and photographers.
- Work both internally and externally to raise the profile of the programmes, and develop new initiatives to support AiR's development objectives.
- This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.

Person Specification

- Evidence of successful development, management and delivery of arts and/or education programmes or experiences.
- Experience of and knowledge of working in school environments

- Exceptional interpersonal and communication skills with proven people and project management skills.
- Knowledge and experience of current arts practices, the National Curriculum and other statutory education requirements and initiatives.
- Experience of collaborating with creative practitioners and artists.
- Demonstrate experience developing and maintaining partnerships
- Demonstrate ability to manage and oversee programmes of work to deliver agreed objectives and contribute to achieving strategic aims.
- Budget management experience, including monitoring and effectively reporting income and expenditure.
- Experience in developing or delivering learning sessions to a variety of ages and backgrounds in an arts setting.
- Excellent organisation, prioritisation and time management skills with a keen eye for detail and an ability to work to deadlines.
- Good level of IT literacy.
- Self-motivated, dedicated and reliable.
- An ability to work quickly and accurately under pressure and to use judgement to inform decision making.

Application

To discuss the role, please email info@artistsinresidence.org.uk to arrange a conversation with the CEO.

The deadline for applications is: **5pm on 10th October 2021**

To apply for the role please send your CV and a covering letter to: teams@artistsinresidence.org.uk