

DULWICH
PICTURE
GALLERY

WORK WITH US

Engagement Coordinator
Job information pack

JOB DESCRIPTION

Job Title:	Engagement Coordinator
Working hours:	40 hours per week
Term:	Permanent
Salary:	Band B, London Living Wage- £28,000 per annum
Department:	Programme and Engagement
Reports to:	Senior Learning and Participation Manager
Works closely with:	Programme and Engagement Team, Operations Department, Visitor Experience Team, Volunteers and Artists
Application deadline:	11.59pm, 24 January 2024

ABOUT THE ROLE

The Programme and Engagement Team are responsible for delivering meaningful encounters with art to the widest possible audiences to support our organisational vision. Our vibrant creative portfolio empowers our audiences to connect, create and make sense of their world. We provide the Gallery's dynamic programme of high-quality temporary exhibitions, creative experiences, first class catalogues and a suite of innovative learning and engagement programmes.

We are looking for an Engagement Coordinator to coordinate and support the delivery of the learning and engagement programmes. The post holder will be responsible for the day to day administration, coordination and delivery of programmes, working collaboratively with programme leads. In addition, they will support participation projects as part of the Gallery's [Open Art](#) plans.

MAIN DUTIES

- Day to day coordination supporting the delivery of learning and engagement activity, working collaboratively across the team.
- Lead on key tasks including school and community bookings, room bookings, ordering materials and resources, processing community memberships and evaluation and data collection.
- Contribute to budget management by processing and tracking receipts, invoices and expenditure and maintaining budget records.
- Collaborate with the Operations and Visitor Experience teams to ensure the smooth running of learning and engagement events.
- Liaise effectively and clearly with audiences, artists, gallery staff and volunteers.
- Schedule and supervise volunteers and student placements alongside programme leads.
- Assist in the reporting of outcomes to funders and other stakeholders.
- Build positive relationships with audiences and key partner organisations particularly focusing on key priority boroughs of Southwark, Lambeth and Lewisham.
- Deliver workshop and project sessions where appropriate under the supervision of the Senior Learning and Participation Manager.
- Oversee the upkeep and maintenance of learning spaces and storage of resources working with programme leads.
- Supervise out-of-hours activities at evenings and weekends as required.
- Provide support to the whole programme and engagement team where necessary.

PERSON SPECIFICATION

You will have....

- Experience, enthusiasm and passion for working with audiences in an arts or cultural setting.
- Experience of coordinating and delivering learning activities and events.
- Efficient time and work management, and meticulous attention to detail.
- Excellent administrative skills with a high level of IT literacy.
- Able to work independently and creatively as part of a team.
- Flexible and adaptable approach with ability to adapt to changing priorities.
- Able to coordinate volunteers, freelancers and resources and work to a budget.
- Demonstrable sensitivity and empathy when working with people, including vulnerable individuals and groups.
- Able to problem solve and use own initiative.
- Excellent communication and interpersonal skills.
- Committed to equity, equality, diversity and inclusion, particularly in relation to breaking down barriers to engagement and facilitating access to the gallery and collection.



The 2019 Pavilion 'The Colour Palace'

Desirable Attributes...

- Experience of working or volunteering with audiences in a formal or informal setting such as school, youth or community groups.
- Experience of engaging diverse audiences and working with people with complex needs.
- Good understanding of the local context in South London.
- Experience of using Tessitura or CRM databases and Adobe Creative Suite.

ADDITIONAL INFO AND HOW TO APPLY

Annual Leave:

25 days' holiday per year, statutory Bank Holidays. The Gallery also offers all staff two discretionary bonus days as well as their birthday as annual leave.

Pension:

The Gallery auto enrolls employees into a pension scheme in accordance with Part 1 of the Pensions Act 2008

Salary:

Band B, London Living Wage - £28,000 per annum

Benefits

Discount in the Gallery shop and café

Interest free season ticket loan and cycle to work scheme

Part of the reciprocal arrangement with free entry to many museums and galleries across London

How to apply:

The deadline for application is 24 January 2024 11.59pm.

To apply, please send your CV and covering letter outlining your suitability and why you are interested in the role to recruitment@dulwichpicturegallery.org.uk and complete this anonymous [Equality, Diversity and Inclusion Monitoring Form](#). We value the perspectives that you can bring. In your covering letter let us know how your skills and experiences, from wherever you have come from, will bring benefit to the role and the team.

We are happy to support with any resources and adjustments for anyone who needs it, to make applying for this role easier. In your application please do let us know how we can support you; this will not influence your application.

At Dulwich Picture Gallery, we recognise our responsibility to provide meaningful and relevant experiences for everyone. We welcome applications from applicants with experience of working, living or studying within our key priority boroughs of Southwark, Lambeth and Lewisham, and are particularly keen to hear from candidates who identify as Black, Asian and minority ethnic, disabled and/or people from lower socio-economic backgrounds, as these groups are currently underrepresented in our organisation and reflect our local community.



Dane Hurst at Dulwich Picture Gallery 2018

OUR CULTURE

Dulwich Picture Gallery, founded in 1811, is the world's first purpose-built public art gallery. We care for and display our outstanding collection of Old Master paintings within Sir John Soane's pioneering architecture. As an independent gallery, we remain true to our founders' purpose of presenting art 'for the inspection of the publick' by engaging as many people as possible, of all ages and backgrounds, through our innovative interpretation and dynamic programme.

Our Mission

To maximise Dulwich Picture Gallery's unique potential - its building, art, grounds, people and location - for future generations.

Our Vision

To be an inspirational cultural destination for everybody - unlocking fresh perspectives through the art of the past and present.

OUR VALUES

We are:

Caring

We care for our collection, our audiences, our communities and each other

Risk Taking

We are ambitious and agile, valuing creativity and considered experimentation

Collaborative

We are open and communicative, creating and sharing opportunities through partnerships and projects.