

DULWICH PICTURE GALLERY

The Role: Job Description & Additional Employment Information

Job Title:	Learning Programme Manager
Working hours:	Full-time, 40 hours per week (evening and weekend work may be required)
Term:	Fixed Term Maternity Cover (September 2018 – September 2019)
Department:	Learning
Reports to:	Head of Learning
Works closely with:	Community Engagement Manager, Family and Adult Learning Manager, Learning Coordinators, Visitor Services and Operations Team.

Who We Are:

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 our founders' purpose of presenting art 'for the inspection of the publick' while engaging as many people as possible, of all ages and backgrounds, through our creative programme.

Our Mission:

We are engaged in a continuous process of planning, delivery, evaluation and development in order to unlock the Gallery's unique potential: our location, art and people.

Our Vision:

Our mission is underpinned by our vision to secure the Gallery's future as a welcoming, vibrant hub where you - everybody - can Find Yourself in Art

Our Vision in Action:

In the intimate setting of the world's first purpose-built public art gallery
Find Yourself surprised by 'oh-wow' visual encounters
Find Yourself at home in a space where you feel welcome
Find Yourself transported by history and imagination
Find Yourself nourished by creativity and contemplation
Find Yourself connected with paintings and people
Find Yourself in Art

Our Values:

We are a hard-working, high-achieving team that values inter-departmental working and openness. We live out our values in our daily work and decision-making so that they are central to our identity.

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

Purpose of job:

At Dulwich Picture Gallery we empower our audiences to connect, create and make sense of their world through meaningful interactions with art. Our school programme support students to:

- Deepen knowledge, understanding and enjoyment of art
- Explore ideas and generate dialogue around artworks
- Experiment and take creative risks
- Use the heritage, building and collection as a resource for cross-curricular learning
- Make personal connections with the collection and their own lives

The Learning Programme Manager is responsible for the development, delivery and evaluation of the schools programmes at the Gallery. You will deliver the core programme of schools sessions as well as special events and projects linked to the learning team and Gallery's strategic objectives. Importantly, you will ensure that our offer encourages conversations about art enabling students to critically and creatively engage with our collection and temporary exhibitions.

Key responsibilities

- Plan, organise and oversee the delivery of the schools programme to agreed timescales, scope and budget. This includes a wide range of workshops, enquiry sessions and masterclasses.
- Work both internally and externally to raise the profile of the programme, and develop new initiatives to engage school audiences with the Gallery's collections.
- Manage the Gallery's programmes for Teachers including planning and coordinating CPD events for teachers
- Work closely with the Operations Department to continuously improve the onsite experience of visiting schools and young people, in particular the development of new school facilities.
- Work closely with Development Department to write funding bids, secure funds for the programme, meet donors and produce reports for funders.
- Supervise the work of the Learning Coordinators alongside other Learning Managers, in particular continuously improving the operational and administrative processes of school bookings and onsite visits.
- Manage the collection, collation and analysis of schools data ensuring that analysis informs both strategic and day-to-day programming.
- Carry out ongoing consultation and evaluation with teachers, participants and partners to ensure the programme is audience-focussed.
- Embed the new thematic studio and enquiry-based sessions in line with the Learning Strategy and responsive to participants needs, learning styles, levels and expectations
- Supervise and support the volunteers who assist the schools programme, in particular feeding into training and development opportunities for them.
- Manage, develop and nurture the team of freelance artists who facilitate schools programme sessions.

- In collaboration with the Head of Learning, manage and develop partnerships with a range of organisations and individuals including statutory bodies, educational settings and cultural institutions.
- Work with marketing and communications colleagues to define target audiences for the schools programmes and develop marketing plans to reach them.
- Liaise with marketing and communications colleagues on marketing and press matters, including writing text for the *What's On*, the website or other channels.
- Liaise with artists, Learning Coordinator on day-to-day management of sessions, ensuring a wide variety of materials and equipment are ordered and ready for artists and the room is set up correctly. Monitor and quality control the school programmes in line with the Learning Team evaluation framework – including 'shadowing' where necessary - to ensure practitioners are delivering learning outcomes
- Manage the operational budget for the programme.
- Lead some sessions with visiting groups, often at short notice.
- Ensure all Health and Safety and Safeguarding procedures are rigorously followed by all personnel involved in the schools programmes including artists, volunteers, technicians, guides and Gallery Attendants.

This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.

PERSON SPECIFICATION

Essential

- Significant experience of creating and implementing a successful schools programme in an arts context
- Experience working in an Arts, Museum, or Gallery setting and an understanding of how to foster creative learning environments
- Excellent team player; energetic and self-motivated
- Flexible approach to work
- Exceptional interpersonal and communication skills with demonstrable sensitivity and empathy when working with people, including vulnerable individuals and groups
- Accuracy in administration, high level of attention to detail
- Experience of commissioning, collaborating with, and managing creative practitioners
- Proven budget control and project management experience.
- Excellent organisation, prioritisation and time management skills with a keen eye for detail
- Excellent IT skills - experienced in Microsoft Office applications
- Educated to degree level or equivalent, preferably in the arts
- Passionate about learning and young people

Desirable

- Experience of engaging diverse audiences with visual art collections
- Experience of managing volunteers
- Experience of working with SEND audiences

Terms and Conditions

Salary Range: Band C - £25,000 to £30,000 per annum, commensurate with experience.

Core Working Hours: 9.00am to 5.00pm with one hour break for lunch. This role may also require occasional out-of-hours work as the needs of the business dictate.

Leave Entitlement: 25 working days per annum plus all statutory holidays. In addition, two additional non-contractual days may be added at the Gallery's sole discretion.

Pension: The Gallery auto enrolls employees into a pension scheme in accordance with Part 1 of the Pensions Act 2008; employees contribute 3% and the Gallery 6% into this scheme.

Application Process: The deadline for application is 9am on Wednesday, 18th July. Interviews are expected to take place in week commencing Monday, 23rd July. To apply, please send your CV and covering letter outlining your suitability for the role to recruitment@dulwichpicturegallery.org.uk