

Turner Contemporary

JOB DESCRIPTION

Job Title: Learning Producer: Schools and Young People

Responsible to: Learning and Engagement Manager

At Turner Contemporary, our mission is art inspiring change. The arts challenge our thinking and help us to see the world differently enabling opportunities for discussion, debate, learning and listening. Our values are that Turner Contemporary is:

- **Enterprising** – we create value for ourselves, our community and our partners by being responsive to new opportunities; we encourage collaboration, creativity and initiative from our team
- **Welcoming** – we are friendly and warm, while maintaining professionalism in practice and behaviour; we ensure that the principles of inclusivity and equality are evident in how we work with our colleagues, audiences and communities
- **Questioning** – our philosophy is one of investigation, being attuned to audience need, unlocking understanding and asking tough questions, especially of ourselves
- **Belonging** – equity, equality, diversity and inclusion are essential to our ethos now and in the future. We see belonging as an exchange - listening to audiences, sharing power and responsibility and encouraging the development of meaningful relationships. We will be relevant to diverse audiences. We are a resource for the Thanet community and wider audiences, enabling connection through art.

Purpose of Job/Key objectives

You will be leading on producing, developing and delivering a high quality, wide-ranging and creative programme of learning activities and events for a variety of audiences. You will have a particular focus on connecting schools and young people to our world class exhibition programme. This will include promoting and organising school sessions, managing the Portfolio art competition, and assisting on exhibition development and public programming.

Working collaboratively with colleagues across the organisation, part of your role will be inputting into our future learning programme to help deliver our learning strategy, working with the local community to develop collaborative programmes. Your role will involve working closely with the learning team to develop sessions and physical and digital learning resources for a range of audiences.

Principal Duties/Tasks and responsibilities

- Developing, planning, managing and delivering a creative programme of learning events and activities that support the exhibition programme.

- Effectively managing all event staff, volunteers and contractors during events
- Running training and developing working relationships with Engagement Assistants and artists who support the delivery of the learning programme
- Effectively managing budgets, ticketing, bookings and income for learning programmes
- Identifying and developing relationships and collaborations with key external organisations which support the public programme
- Fostering strong relationships with local community groups to collaboratively develop programmes that help engage local audiences
- Develop the school's programme by consulting with teachers
- Manage the gallery's competitions aimed at schools and families
- Assist with areas of the wider programme, working collaboratively with colleagues across the organisation.
- Disseminate programmes to peers both internally and externally through publications, conferences and relevant networks
- Ensure effective reporting, monitoring and evaluation of all learning events and activities
- Developing learning resources to support the public programme
- Liaising closely with the development team to ensure project funders are kept well informed about progress. Where appropriate contribute to funding applications.
- Taking care of your personal health and safety and that of others and report any health and safety concerns. Ensuring proactive compliance with Turner Contemporary H&S policy, including risk assessments and implementing safe systems of work.

Undertake any other duties as reasonably directed. A certain level of flexibility regarding availability outside normal working hours is required.

NB this job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Director of Turner Contemporary without change to the level of responsibility appropriate to the grading of the post.

Person Specification

Specification	Essential	Desirable
Knowledge and experience		
• Experience of working in the cultural education sector		√
• Experience of working with artists and turning ideas into innovative and ambitious programmes	√	
• Experience of creating engaging and innovative programmes for schools and families.	√	
• Motivated and passionate in helping all audiences to engage with culture and the arts	√	
• Experience of working with schools and a basic knowledge of school priorities	√	
• Interest in the visual arts		√
• Experience of working with audiences with additional needs		√

Skills		
• Creative thinker and excellent problem-solving skills	√	
• Strong communication and interpersonal skills	√	
• Good knowledge of ICT, including proficiency in MS Office	√	
• Ability to liaise and negotiate with a wide range of individuals	√	
• Passionate about the role of culture with the ability to recognise the importance of cultural learning	√	

Please note: the successful applicant will be subject to an enhanced DBS check

Key conditions of service

- Location:** Turner Contemporary, Margate, Kent
- Salary:** £23,800 pa
- Hours:** Full-time – 37.5 hours per week; includes some weekend and evening work
- Contract:** Permanent (with a six-month probationary period)
- Leave:** 25 days per annum plus Bank Holidays
- Probation:** 6 months

Deadline for applications: 12pm Friday 29 October

Interviews to be held: Thursday 11 November

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age