



Job Title: **Learning & participation officer**

Organisation: **Royal Society of Sculptors**
108 Old Brompton Road, London SW7 3RA.

Pay: £28,000 pro rate

Hours: Part time (three days a week)

Reports to: Director

Royal Society of Sculptors

The Royal Society of Sculptors is an artist led, membership organization and has over 650 national and international professional sculptor members. We support and connect sculptors throughout their careers and lead the conversation about sculpture today through exhibitions and events.

The Society was created more than 100 years ago to champion contemporary sculpture and the artists who create it. Today we welcome everyone interested in exploring this art form and its many possibilities.

We are based in London's South Kensington, a few minutes' walk from its great museums, in a beautiful listed building called Dora House.

You will be joining us at an exciting time. We have developed a reputation for award winning engagement work which is delivered from an artist's perspective. We are about to embark on a multi million pound fundraising campaign. Dora House: the home of sculpture will revitalise our home, deliver a learning space, an archive space with public access, improved exhibition spaces plus revenue generating meeting spaces.

For further information on the programme visit www.sculptors.org.uk

Learning & participation officer

In this role you will create and deliver the learning and participation programme for the Society.

The main duties are:

- To develop and deliver the Society's informal learning policy and forward plan
- To contribute ideas and outcomes around learning and participation to support funding bids for the capital campaign eg. National Lottery Heritage Fund

- To work collaboratively to develop, manage and deliver informal activities and sessions for the Society's target audiences including families, primary school children, educators, local community groups and the Society's members
- To develop on-line resources for the Society's target audiences
- To develop and maintain partnerships that support the Society's aims
- To develop and deliver the Society's participation in national, regional and local events such as the Big Draw, National Children's Art Day, Black History Month, the Schools Art prize, the Exhibition Road Cultural Groups (ERCG) career day etc.
- To be responsible for the budgets relating to the learning and participation programme
- To source and secure funding for the learning and participation programme
- To manage freelancers and volunteers to deliver the learning and participation programme as appropriate
- To evaluate the programme for funders
- To develop links and partnerships with relevant schools, higher education institutions and groups

General:

- To liaise with colleagues in order to co-ordinate and promote the learning and participation programme and activity
- To cover the first point of contact for Society's Members and the public by telephone and email
- To attend relevant training opportunities and participate in appropriate networks
- To develop opportunities which raise the profile of the Society according to the strategic plan
- To carry out any other duties that may be reasonable required

Knowledge, skills and experience:

- Experience of working in a learning context
- Demonstrable experience of developing and delivering learning programmes in a cultural environment with a range of audiences
- Experience of supervising/managing people in the workplace
- Experience of writing funding applications
- Ability to work closely and effectively with a small team
- Ability to work comfortably and communicate with a wide range of people (artists, curators, members, funding bodies, Trustees, volunteers the public etc.)
- Ability to devise and manage budgets for individual projects
- Knowledge of and commitment to providing equal access for all
- Strong time management skills with the ability to prioritize effectively
- A flexible approach
- Excellent written and verbal communication skills with strong attention to detail
- IT literate with knowledge of MS Office software packages (e.g. Word, Excel, PowerPoint, Outlook etc) and design packages (e.g. Photoshop, Publisher & Dreamweaver etc)

To apply, please submit a letter of application outlining your experience and suitability for the role (no longer than two sides of A4) and send it with a copy of your CV to: director@sculptors.org.uk

The deadline for this application is Monday 10 August at 5pm.

Government guidance permitting, interviews will take place at the Society on Thursday 20 August 2020.