



Dundee Contemporary Arts

Role Details	
Job Profile:	Learning Coordinator
Department:	Learning
Hours:	35 hours
Working Pattern:	Monday to Friday 9.00-17.00 with 1h unpaid break; some weekend and evening work event dependent
Salary:	£23,822.56
Contract Type:	Permanent
Reporting to:	Head of Learning
Direct Reports:	N/A
Location:	DCA Building

The Role	
Job Purpose:	<p>The Learning Coordinator role forms part of the DCA Learning team and coordinates and delivers a programme of projects and events for our wide ranging and award-winning Learning programme.</p> <p>DCA's Learning programme provides enriching experiences for a broad range of audiences through co-designed workshops, events, targeted projects, and creative and making sessions. Activities take place both inside DCA, particularly in our popular Create Space family room, and beyond our building, right across the city, with four key strands of Community Partnerships, Families, Schools and Young People</p> <p>The post holder will work with the Head of Learning in ensuring all projects, programmes and events are designed and delivered successfully and that opportunities for participation, partnership and collaboration are maximised.</p> <p>DCA employs a number of staff within the Learning team, a number of who may be specialists in a particular field and whose activities may be directed by the Head of Learning towards a specific programme of activity.</p> <p>The Learning Coordinator is a member of the DCA Learning Team but will also have a strategic relationship with members of the DCA Programme team including the Exhibitions, Cinema, Print Studio, Communications, Operations and Visitor Services teams.</p>

Key Outputs & Accountabilities:	<ul style="list-style-type: none">• To plan and coordinate the delivery of creative projects, events and programmes for community groups, charities, schools and organisations, as directed by the Head of Learning including families, children and young people, adults with special interests or needs and older people.• To liaise with community organisations and individuals identified by the Head of Learning in relation to the planning and implementation of individual projects to ensure that delivery is targeted appropriately for the needs of that group.• To liaise with other DCA staff to ensure that Learning events and interpretation activity are accessible and effective.• To coordinate the work of artists, makers and partner organisations working with DCA on our Learning programme, including regular meetings for planning, updating and monitoring.• To support artists contracted to design and deliver project work, including ensuring they access DCA training on health and safety, safeguarding and EDI, and techniques for effective work with community groups, and the development of art and education skills.• To support the design and delivery of training sessions as part of CLPL programmes for teachers and early years practitioners.• To support the Head of Learning to coordinate a programme of displays of creative activities from and launch events for projects, programmes and workshops and coordinate launch events.• To liaise with DCA Communications team on aspects of publicity and promotion and to generate information for inclusion on the DCA website related to the Learning programme as directed by the Head of Learning.• To ensure that information about public events is logged onto the Front of House Box Office system correctly, advertised, booked in the Activity Room and participants informed of details.• To be responsible, with other Learning staff, for day-to-day administration, including handling of enquiries, bookings and requests; and managing the purchasing and storage of materials and stock.• To ensure that appropriate monitoring and documentation systems are in place and being used effectively for all events and activities and that events are recorded for reporting purposes.
--	---

	<ul style="list-style-type: none"> • To be responsible, with other Learning staff, for ensuring the effective administration of work activities including maintaining of the shared calendar, enquiries, statistics and filing records in accordance with DCA policy and procedures. • To represent DCA and the DCA Learning programme at events locally and nationally, as directed by Head of Learning.
--	---

Person Specification	
Essential:	<ul style="list-style-type: none"> • Creatively practically skilled in visual art, craft or media • Passion for and belief in the importance of creative activity, learning and engagement for everyone • Commitment to equality, equity and social justice • Previous relevant experience of delivering cultural projects in an education context • Experience of working within an arts or cultural organisation, either leading, supporting or helping deliver public facing activity • Experience of working with children, schools, teachers or early years practitioners • Excellent communication and interpersonal skills, able to work well with people from a range of backgrounds and with different skills, interests and creative abilities • Strong organisational and planning skills, able to give attention to detail • Ability to work effectively in a team setting, and with freelancers and part-time staff • Ability to utilise IT effectively and, if not already familiar with, learn to use the Microsoft Office Suite

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.



Dundee Contemporary Arts

How your information will be used

In order to progress your application, for administrative purposes, DCA will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of DCA. If you are successful DCA will retain this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it. If you have any questions about DCA's use of data please contact us.