



## Dundee Contemporary Arts

Role Details	
<b>Job Profile:</b>	<b>Learning Coordinator – Young People</b>
<b>Department:</b>	Learning
<b>Hours:</b>	21 hours / 3 days per week
<b>Working Pattern:</b>	Flexible
<b>Salary:</b>	£12,987 (£21,843 FTE)
<b>Contract Type:</b>	2 years fixed term
<b>Reporting to:</b>	Head of Learning
<b>Direct Reports:</b>	N/A
<b>Location:</b>	DCA Building with some home working as part of our hybrid working approach, and offsite with partners across Dundee

The Role	
<b>Job Purpose:</b>	<p>The Learning Coordinator role forms part of the DCA Learning team and is primarily responsible for the co-ordination and delivery of a programme of projects and events that are designed in accordance with the aims of DCA, specifically working with young people aged 0-25.</p> <p>The Learning programme is designed to support the development of pathways that connect a range of communities and those within formal and informal education with the programme of DCA and will reflect, augment and extend the arts programme at DCA. The post holder will work with the Head of Learning in ensuring all learning projects and events taking place at DCA are delivered effectively and that opportunities for participation and collaboration are maximised.</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 and Print Studio teams.</p>
<b>Key Outputs &amp; Accountabilities:</b>	<p><b>To develop a sustainable and inclusive programme of Learning activity for and with young people</b></p> <ul style="list-style-type: none"><li>• Undertake mapping activity in relation to creative learning/visual art / film activity currently available in the Dundee area for this group</li><li>• Engage in face to face consultation activity with young people, local support organisations, and other organisations identified</li></ul>

	<p>from the mapping exercise and by Head of Learning</p> <ul style="list-style-type: none"><li>• Research and meet with key potential Dundee partners, participate in and support a key piece of research activity funded by Creative Scotland, titled <i>Join the Dots</i> supporting Head of Learning</li><li>• Planning and coordination of delivery of visits, taster sessions and activities with the Head of Learning specifically relating to the research and development of a programme of DCA Learning activity by, with and for young people</li><li>• 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.</li><li>• To coordinate the work of artists/makers contracted by DCA for the Learning Programme including regular meetings for planning, updating and monitoring in accordance with DCA policy and procedures.</li><li>• 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 in accordance with DCA policy and procedures.</li><li>• To write reports where appropriate for the Director, DCA Board and funding bodies.</li><li>• 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.</li><li>• To ensure that information about public events/ visits is logged onto the Front of House Box Office system correctly, advertised, and all associated administration is completed.</li><li>• To be responsible (with other Learning staff) for the day-to-day management of enquiries, bookings and requests relating to the Learning programme in accordance with DCA policy and procedures.</li><li>• To be responsible (with other Learning staff) for managing the purchasing and storage of appropriate materials in accordance with DCA policy and financial procedures.</li><li>• To be responsible (with other Learning staff) for ensuring the effective administration of work activities in accordance with DCA policy and procedures.</li><li>• Represent DCA/DCA Learning programme at events locally and nationally as directed by Head of Learning.</li></ul>
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Person Specification	
<b>Essential:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Previous relevant experience of delivering cultural projects or creative learning activity with, for and by young people</li> <li>• Experience of working within an arts or cultural organisation or charity</li> <li>• Excellent communication and interpersonal skills with the ability to support professional credibility across the organisation</li> <li>• Understanding of a range of methods and techniques of creativity in visual art, craft and film</li> <li>• Understanding of the importance of interpretation, education and engagement in contemporary visual culture</li> <li>• Ability to utilise IT effectively and in particular Microsoft Office</li> <li>• Ability to work effectively in a team setting</li> <li>• Demonstrable organisational and planning skills</li> <li>• Able to demonstrate a flexible and positive approach to work</li> <li>• Attentive to detail</li> </ul>
<b>Desirable:</b>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Practical visual arts skills</li> <li>• Knowledge of current National policies on arts education, Creative Learning, creativity and the Curriculum for Excellence</li> <li>• Experience of working with schools, teachers and/or early years practitioners</li> <li>• Report writing skills</li> <li>• Presentation and public speaking skills</li> </ul>

**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.**

**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.