

House of Illustration Schools & Families Producer



Part-time 0.4 (15 hours)

1 Year fixed term in the first instance

£25,000 pro rata

House of Illustration is the UK's only public gallery and education space dedicated solely to illustration, with creative programmes of exhibitions, talks, events and learning opportunities for people of all ages. Founded by Sir Quentin Blake, it opened in July 2014 at the heart of London's King's Cross regeneration area. It is the place to see, learn about and enjoy all forms of illustration, past and present, British and international – from advertising to animation, political cartoons to picture books, scientific drawings to fashion design.

This is the opportunity to join a unique cultural institution at an exciting stage of its development. We curate 10 exhibitions per year, including new commissions, in our three gallery spaces. We support emerging and early career illustration talent via the Book Illustration Competition, in partnership with the Folio Society, and our annual Illustrator in Residence programme. We run an extensive learning programme for schools, families, higher education and adults, delivered by professional illustrators. Our gallery is a vibrant hub for illustrators to share skills and ideas, with a 40-strong volunteer team, most of whom are early career illustrators. We put on talks and events and operate a successful retail operation. Our high profile ambassadors and supporters include Sir Quentin Blake, Joanna Lumley, Chris Riddell, Peter Capaldi, Lauren Child and Dame Paula Rego. House of Illustration is a registered charity.

Education at House of Illustration

Our schools programme comprises a range of illustrator-led practical workshops for Key Stages 1 – 5, class gallery visits, an outreach offer, *Let's Illustrate!*, and occasional special projects. Rated by 100% of teachers as good (13%) or excellent (87%), workshop take-up is expanding as our reputation grows.

Our family programme consists of monthly illustration workshops for children aged 5+ and their parents/carers, and a school holidays programme of accessible workshops and tours for disabled children and their families. Highly popular, there is scope to significantly develop the families programme to reach greater numbers of participants from the local area and beyond.

The department also programmes courses and masterclasses for adults, CPD for teachers and community engagement projects for various groups.

Delivered by a team of professional freelance illustrators, all our learning strands aim to empower participants with skills and confidence to convey their message, whether it is stories, facts, opinions, instructions or ideas. Through learning techniques and developing skills, creative development and increased confidence, participants come away with high quality outcomes of which they can be proud.

About the role

We are looking for an enthusiastic, motivated and experienced individual to join us as **Schools and Families Producer**. This is a new role in a busy and dynamic team that requires

dedication to and experience in creative learning with both formal and informal education sectors, preferably within museums, galleries or other cultural organisations. Responsible for maintaining and developing both strands, the role will support the work of the Head of Education in the provision, expansion and strategic development of the department.

Key responsibilities

Schools:

- Managing and developing the school workshops strand
- Booking, liaising with and supporting freelance illustrators
- Managing some special projects and outreach
- Creating teachers' notes and other education resources
- Maintaining schools' contacts database
- Giving introductory talks to visiting groups
- Working with Head of Education on House of Illustration's ArtsMark and Arts Award supporter status
- Supporting the Head of Education on the teachers' CPD strand
- Evaluation and report-writing

Families:

- Programming and managing family workshops programme
- Managing the accessible family workshops programme for disabled children and their families
- Managing special family projects and events including external events and collaborations
- Researching and creating family gallery activities, resources and trails

General:

- Managing and training education volunteers
- Supporting all education marketing including newsletters, mail-outs, social media and website maintenance working with Head of Education and Comms department
- Representing the organisation externally
- Occasionally deputising for Head of Education
- Supporting Head of Education in developing funding bids and new strands

Person Specification

Qualifications & Knowledge	Essential	Desirable
BA in relevant cultural subject	X	
Postgrad in arts/education/museums		X
Sound knowledge of cultural learning sector in both formal and informal education	X	
Experience		
Proven knowledge of formal and informal learning sectors	X	
At least 2 years experience of managing and delivering learning programmes in a cultural setting	X	

Experience of working with SEND students		X
Proven experience of innovative and creative programming	X	
Experience of volunteer training or management		X
Teaching or workshop leading experience	X	
Skills		
Competence in use of Microsoft Office Suite including Word, Outlook and Powerpoint	X	
Competence in design programmes eg. Photoshop, In Design		X
Competence in using web content management systems		X
Competence in using CRM database management systems		X
Ability to prioritise and manage multiple tasks	X	
Ability to work to work well under pressure and to tight deadlines	X	
Excellent verbal and written communication skills	X	
Ability to adapt communication style to different audiences	X	
Ability to work independently and as part of a team	X	
Ability to problem-solve creatively	X	
Art & design skills		X
Qualities		
Interest in and passion for cultural and creative learning	X	
Commitment to equality of opportunity for all participants	X	

Reporting structure

This post will report to the Head of Education

Outline Conditions of Service

This is a 12 month appointment in the first instance.

Job Location

The job will be based at 2 Granary square, King's Cross, London N1C 4BH

Salary

£25,000 pro rata

Hours

Working hours are 18.45 hours per week at times to be negotiated with Head of Education. Occasional evening and weekend working is required.

Holiday entitlement

Annual holiday entitlement is 25 days per annum (pro-rata)

Time off in Lieu

To be negotiated with Head of Education

How to Apply

If you would like to apply for this role, please submit your CV and a short covering letter (not more than 2 x A4 pages) indicating how your skills and experience match the job specifications, including details of two referees, by email to info@houseofillustration.org.uk with **Schools & Families Producer** as the subject. Please also complete and return the equalities monitoring form below which is confidential and will not be seen in relation to your application.

Closing date

The closing date for applications is **Monday 20 February 9am**. Interviews will be held on **28 February and 1 March 2017**.

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