

## **Creative Learning Officer**

**Opportunity type:** Part-time, fixed term

**Hours:** 2 or 3 days a week, to be agreed

**Salary:** Subject to negotiation, depending on experience

**Application deadline:** 12 PM, Friday 29 November 2019

**Start date:** January 2020



### **About the Role**

The Creative Learning Officer will be responsible for the development and delivery of The Mosaic Rooms' learning and outreach programme, which currently includes family, schools and community-based activity. The role will oversee project design and planning, programming, budgeting, liaising with partners, marketing, audience recruitment, delivery and evaluation.

The role will be focussed on developing the learning offer for young people and develop a clear understanding of the unique offer of The Mosaic Rooms, as a gallery of contemporary culture from the Arab world and beyond.

The role will require being the lead contact for the management and delivery of a variety of projects with diverse audiences, as well as at times the creative delivery of the activities on the programme.

The learning and outreach programme aims to increase youth engagement and the diversity of young audiences currently engaging with the gallery. The role is on a fixed-term contract with the aim to develop a funding bid to support the role over a longer term planned delivery. As such some of the role involves scoping need and developing longer term objectives for the programme.

### **Tasks and Responsibilities**

- Manage The Mosaic Rooms' learning and outreach activities and incorporate these into the main programmes developed by the gallery
- Manage distinct partnerships that relate to specific projects
- Contribute to strategic initiatives and policies
- Actively reach out to and find opportunities to network with a broad range of individuals and organisations who might be interested in engaging with our work to increase our cultural offer
- Manage the overall budget and specific project budgets relating to the learning and outreach programme
- Deliver creative sessions to project participants
- Book freelancers for delivery and session development where required
- General administration including responding to bookings, liaising with teachers and community leads, ordering materials, organising travel and catering for sessions, recording sessions through photographs, archiving, etc.
- Ensure all health and safety procedures and risk assessments are up to date
- Assist with the research, planning and delivery of outreach programme events

- Actively reach out to community groups and forms partnerships with local organisations
- Provide introductions to exhibitions for school and university groups, local community groups, and visitors at specific events
- Organise audio, video and photographic documentation of events, edits and uploads content to the gallery's online archive
- Research and prepare funding applications for the outreach programme
- Produce reports for funders
- Provide copy and images for Newsletters and leaflets produced by colleagues
- Update and maintain mailing lists and contacts relevant to the outreach programme, schools and local organisations and networks

## Skills and Qualifications

### Required

- Bachelor's degree in related field
- Extensive work experience in a related field, including experience working with different community groups
- Track record of delivering educational projects in a formal learning context
- Knowledge of the UK secondary and A-level curriculum.
- Knowledge in contemporary culture and art from the Arab world
- Specialist knowledge and experience of creating ideas for and working on learning/participation projects in an arts and/or cultural context
- Has a proven track record of managing and delivering projects on time and budget
- Creative skills
- Ability to lead and deliver sessions
- Excellent communication skills
- Experience of working with 'hard to reach' groups that wouldn't ordinarily attend an arts centre
- Good IT skills
- Good team worker and detail-oriented
- Experience of working on a number of different projects at the same time with different time scales
- Accuracy and timelines in performing assigned tasks

### Special Conditions

- This position can require occasional overtime for which time off in lieu is offered
- The role requires an enhanced DBS check
- Working hours: two or three days a week to be agreed.
- Fixed term contract of 6 months, with a review at this date to discuss further extension to deliver projects on an agreed timeline
- Holidays: 21 days plus bank holidays pro rata

## About The Mosaic Rooms

The Mosaic Rooms are a vibrant non-profit cultural space and bookshop in West London dedicated to supporting and promoting contemporary culture from and about the Arab world and beyond. We do this through our free access contemporary art exhibitions, our multidisciplinary events, artist residencies and learning and engagement programme. We are a project of the A.M. Qattan Foundation, a registered charity number 1029450.

## How to Apply

Interested candidates should apply with a CV and cover letter as two separately attached documents in either Word or PDF format to [info@mosaicrooms.org](mailto:info@mosaicrooms.org), addressed to Rachael Jarvis with subject heading "Application - Creative Learning Officer." Please note, due to the number of applications received only successful candidates will be contacted for interview. Closing date for applications is 12 PM, Friday 29 November 2019.

## Contemporary Culture from the Arab World

The Mosaic Rooms A.M. Qattan Foundation Tower House 226 Cromwell Road London SW5 0SW  
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