

the mosaic rooms



CURATOR, CREATIVE LEARNING

JOB INFORMATION PACK





Dear Applicant,

We appreciate your interest in the position of Curator, Creative Learning at The Mosaic Rooms. This application pack includes an introduction to The Mosaic Rooms, the purpose of the role, job description and person specification.

To apply, please email us your CV and a cover letter telling us about your interest in The Mosaic Rooms and outlining your relevant previous experience and how you qualify for the role. Please attach your CV and cover letter to your application email as a single pdf document and send to contact@mosaicrooms.org with the subject line: **Curator, Creative Learning**.

In your cover letter (no more than 2 sides of A4), please ensure that you address:

1. What interests you about the post and working at The Mosaic Rooms
2. Information on how your skills, abilities, and experience match the key points in the job description and person specification.

On your CV, please ensure that you include:

1. Your contact details.
2. Details of your current and previous employment with dates
3. Contact details for two professional referees (we will not contact referees prior to a successful applicant accepting the job).

Please do not submit any other documents with your application and do not include any important text in the body of the email, as it will not be recorded. Only the attachments will be reviewed by the selection panel.

Timeline:

- Application deadline: **Midnight 3 March 2025**
- Provisional date first interviews: **Wednesday 12 March 2025 (online)**
- Any subsequent interviews will be arranged directly.

The Mosaic Rooms is a small team so regrets that only successful candidates will be contacted.

Safer Recruitment

The Mosaic Rooms is committed to providing a safe environment for all those who work at The Mosaic Rooms and all those who encounter The Mosaic Rooms as visitors to the galleries, as participants in activities, and online. The safe recruitment of all those who undertake work on behalf of The Mosaic Rooms is the first step to ensuring that we are fulfilling this commitment. All positions at The Mosaic Rooms are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can discuss any access needs you may have at any stage in the application process by emailing contact@mosaicrooms.org Please note due to limited resources, unfortunately, applicants not shortlisted for an interview will not be informed.

About The Mosaic Rooms

Established in 2009, The Mosaic Rooms is a leading London-based contemporary arts space for collective learning, care and idea exchange. It is dedicated to supporting work from global perspectives and has a focus on contemporary culture from the Arab world and beyond. Activities include a free yearly public programme that delivers exhibitions, creative learning projects, and multidisciplinary live events. All programmes are artist led and participant centred and developed through meaningful and collaborative partnerships.

We are in a period of remote working while our building is renovated, including a brand-new learning space that will be led by the Creative Learning team. This work is part of a wider development of our organisation which includes new roles, rebranding and continued work to support collaboration across programmes.

About the role

Job title: Curator, Creative Learning

Department: Creative Learning

Contract: Permanent

Salary: £32,000 pro rata 4 days per week

Hours: 32 hours per week including evenings and weekends in support of programme

Annual Leave: 21 days + bank holidays pro rata

Location: Remote until September 2025, except for in person workshops

Reporting to: Head of Programme, Creative Learning

Responsible for: Freelance artists and event assistants

You will be working closely with the Head of Programme, Creative Learning, to help organise and deliver our exciting programme which aims to collaborate with those around us to collectively learn and be inspired. This is a new role that is responsible for coordinating the existing programme with children and their grownups, families seeking refuge, young people and secondary schools. The role also has additional responsibility for holding and developing our Young Collective programme.

About the creative learning programme

In 2025 the creative learning programme will deliver three major projects:

Yalla Let's Play: Three art and play sessions for families seeking refuge who live in local temporary accommodation. Lead artist Natalie Zervou.

The Mosaic Rooms Young Collective: Monthly gatherings of creatively curious young people aged 18-25 who are seeking refuge and / or identify as being part of the Global Majority and have no formal art education beyond GCSE level. Jacob V Joyce as lead artist.

Play Lab: A research and development opportunity for an artist (Chahine Fellahi), working with Play as a theme. This project centres experimental and material-led play and offers space for trial, failure, and play for both the artist and participants.

In addition to this, we will work with the wider team to increase access to other elements of our programme for our existing project participants and other audiences currently under served by The Mosaic Rooms.

KEY ROLES AND RESPONSIBILITIES

- Take a lead in the Young Collective project: work closely with lead artist and partners, design and deliver the mentorship scheme, connect across the programme team to find opportunities for the collective, connect with partners and other collectives to provide the best opportunities for the Young Collective, liaise with CARAS to make the project most meaningful to young refugees. All taking input from and working with the lead artist and supervised by the Head of Programme to ensure the direction of the programme aligns with the vision for the overall mission and anchors.
- Support the Head of Programme to deliver high-quality programme through day-to-day coordination and delivery of People and Play programme which includes:
- Ordering of materials and organisation of AV for programmes across the department.
- Writing and sending artist contracts (there is a template which needs to be edited).
- Supporting freelance artists to deliver sessions for all audiences, including writing and sharing event plans. risk assessments,
- Recruiting event assistants and briefing them before events start.
- Collaborating with gallery and events staff to ensure smooth running of events and assist in delivery of projects and activities.
- Liaising effectively and clearly with audiences, artists, project collaborators, and The Mosaic Rooms team.
- Building positive relationships with our programme audiences, in particular key groups such as local secondary schools, youth organisations, community groups, and migrant and refugee communities.

- Helping the Head of Programme in maintaining and developing partnerships with key partners and organisations.
- Writing effective and engaging marketing materials to reach these audiences, manage the content in the departmental section on our website.
- Assisting in reporting and gathering data and outcomes for internal reporting and external funders and stake holders.
- Contributing to evaluation of projects, following evaluation plans which are written by the project lead (the Head of Programme for all other projects except Young Collective which is written by you. The evaluation plan for 2025 is already finalised.)
- Contributing to reports, proposals and funding applications, as required.
- Contributing to strategy and planning (this is led by Head of Programme).
- Keeping the departmental budget up to date.

WHAT YOU WILL BRING TO THE TEAM

This is an excellent opportunity for a proactive, and focused candidate who is passionate about connecting with a wide range of audiences through participative art practices. The role offers the chance to get involved in this respected, innovative programme and help develop and drive it forward.

You should have experience of working with a wide range of audiences, programming high quality arts activities that connect and engage them. Our main activities are currently aimed at young people through our work with secondary schools, our youth collective and family programming. You should be passionate about creating and sharing our gallery programme and vision with a diverse public.

Essential

- Experience in coordinating and delivering learning activities and events in an arts organisation, museum or gallery
- Knowledge of cultural and education sectors
- Experience, enthusiasm and passion for working with all audiences including children and young people
- Efficient time and work management, and meticulous attention to detail
- Able to work independently and creatively as part of a team
- Flexible and adaptable approach
- Able to coordinate freelancers and resources, and to work to a budget
- Demonstrable sensitivity and empathy when working with people, including vulnerable individuals and groups
- Able to problem solve and use own initiative
- Excellent communication and interpersonal skills
- Excellent administrative skills
- High level of IT literacy

Desirable

- Interest in Arab culture and contemporary art

You need to be available to attend Young Collective dates in 2025. These will be held on weekday evenings and Saturdays, monthly during 2025. Because we are working offsite, the project will be hosted by Gasworks, 155 Vauxhall Street, London, SE11 5RH

WHY WORK WITH US?

We strive to create an atmosphere of support and inspiration at The Mosaic Rooms.

One day per week working from home.

Creative Learning has a gentler August, December and January with less programming.

Training and travel opportunities.

Pension contribution of 4%

You can see more about our creative learning work on our website: <https://mosaicrooms.org/learning/>

If you are unable to download these forms or require them in large print, please email contact@mosaicrooms.org