JOB DESCRIPTION

Head of Access and Engagement

Key objectives:

• To devise and deliver a programme for community groups, particularly those with little or no access to cultural activity in Derry/Londonderry, schools, colleges and other groups and interpretative material to accompany the gallery, and offsite programmes to enable audiences to actively engage with the work of living artists.

• To foster contact and understanding between artists and the communities of Derry and broaden people's knowledge, engagement and expectations of the contemporary visual arts.

• To promote, participation and enjoyment of contemporary art and its importance as a medium for understanding the world we live in.

• To develop funding sources to support the growth of the outreach programme.

Responsible to/for:

The postholder is responsible to the Manager.

The postholder is responsible for the Access and Participation Facilitators and Assistants.

Key outputs:

1. Manage the Gallery’s Access and Participation team ensuring that they are enabled to carry out their tasks efficiently and effectively.

2. Devise, plan and implement educational and outreach projects that bring together artists and community groups liaising with the Curators and Void staff to ensure their successful implementation.

3. Develop links between the various components of Void’s programme in collaboration with the Manager and staff to broaden the gallery’s audience base.

4. Organise an Access and Participation programme for a range of visiting groups to the gallery and offsite projects.

5. Develop partnerships with external organisations to support the development of Void’s education and outreach work.

6. Work with the marketing assistant to ensure that the learning programmes reach a wide range of formal and informal groups and visitors and that opportunities for PR are fully exploited.

7. Oversee the production of learning resources and interpretative material for the gallery programme and offsite projects, providing information and developing visitor resources as appropriate.

8. Ensure appropriate documentation, reporting and evaluation of all elements of the learning programme, and ensure funding bodies are kept informed.

9. Produce and submit funding applications to support the learning programme and maximise income from education/outreach programmes.

10. To deliver the work of the access and participation team within budget and to agreed targets and timescales.
11. Operate in accordance with Void’s employment, health and safety, equal opportunities and other practices, policies and procedures.

12. Carry out any other duties commensurate with the job role.

**Required competences:**

- Arts related degree
- 3 years experience of managing an arts project

**Manage the work of teams and individuals**

- Work effectively with other people
- Allocate work to teams and individuals
- Contribute to good practice in the team
- Agree objectives and work plans and set targets for teams and individuals
- Provide advice and support for delegated work
- Assess the performance of teams and individuals
- Provide feedback on performance to teams and individuals

**Originate concepts for education projects**

- Devise a concept for a cultural project
- Determine potential approaches to a cultural project
- Develop a brief to fulfil a project concept

**Assess the viability of education projects**

- Assess the artistic viability of a potential project
- Assess the financial viability of a potential project

**Develop plans for a cultural project**

- Specify the aims, objectives and structural requirements
- Develop a plan to implement project
- Specify a budget

**Deliver a cultural/education project**

- Deliver a project
- Maintain compliance with agreed schedules
- Ensure compliance with legal requirements
- Maintain financial control
- Evaluate the management and delivery of the project

**Acquire contributions to a cultural project**

- Evaluate and select artists
- Evaluate and select art work
- Negotiate contributions
- Formalise and agree contract terms

**Access and participation policy and strategy**

- Contribute to the development of internal access and participation strategies

**Seek and secure external support for access and participation programmes**
• Determine the requirement for external support (e.g. funding)
• Originate and maintain contact with possible providers of support

Contribute to the securing of external funding and support for your organisation and programme
• Contribute to the development of the fundraising strategy to obtain external support
• Contribute to the implementation of the fundraising strategy
• Satisfy needs of external supporters

Represent the organisation
• Represent the organisation externally
• Ensure that the vision for the organisation is understood and advocated effectively

Contribute to marketing of products and services
• Contribute to planning and implementation of marketing plan

Maintain Health and Safety of yourself and others in relation to the art form
• Identify hazards/potential hazards in the workplace
• Assess the level of risk and recommend action
• Review your workplace assessment of risks
• Contribute to the maintenance of a healthy, safe and productive environment for self, visitors, staff and customers

Provide information to support decision-making
• Obtain information for decision-making
• Record and store information
• Analyse information to support decision-making
• Advise and inform others

Maintain yourself in professional practice
• Maintain and develop own professional competence
• Establish and maintain working relationships with contacts across the profession

Additional skills required:
• A driving licence is desirable
• A thorough understanding of the process of organising gallery/access and participation projects
• Extensive experience of arts education/ education experience
• A knowledge of contemporary art and interest in making it accessible
• Ability to speak confidently in public to a range of groups
• A high standard of written and spoken English and editing skills
• An ability to talk about contemporary art with enthusiasm and conviction

Void requires all staff to obtain enhanced Criminal Records Bureau (CRB) disclosure, in accordance with Void’s Child and Vulnerable Adults Protection Policy. You will be required to provide the necessary documentation for the checks to be carried out.
Void will cover the cost of obtaining the disclosure and reserves the right to request additional CRB checks at any time in the future.

**Salary:** Full Time, £25,951 per annum (35 hours per week)

Please contact hello@derryvoid.com to request a Job Application Form. We will not be accepting CV and Cover Letters for this post.

Post Closing Date: 12 January 2018 at 5:00 pm
Interviews to be held on Monday 29 January.