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| **Job Profile****Learning and Engagement Manager****Job Purpose:**To inspire and support the Burton in building engagement with the arts across a range of demographic groups, building relationships and partnerships with schools, colleges and community groups in the area.To develop creative projects to capitalise upon the exhibitions, permanent collection and museum within the Burton at Bideford.To plan and deliver an accessible, diverse, exciting and financially viable events programme in collaboration with all Burton staff. |
| **Key Outputs and Accountabilities****Learning**To liaise with the Exhibitions and Collections Manager and all Burton staff in developing and marketing a learning programme to accompany every exhibition, ensuring that deadlines are met.To develop long-term learning and outreach programmes, including the Arts Award, ensuring that opportunities target a range of demographics, wide-ranging partnerships are secured and sources of funding recommended. To work with local schools and colleges in order to build strong relationships and develop youth involvement at the Burton at Bideford, with effective systems to ensure smooth running. To supervise, coordinate and, as necessary train all external contributors and volunteers in the programme.To be Safeguarding Officer for the Burton, keeping abreast of current legislation and informing policy development.To produce regular reports for the Trustees and the Arts Council on the impact of the learning programme within this NPO organisation.**Events**To book, co-ordinate current events and activities programmes through active engagement with all Burton staff.To undertake other reasonable duties as part of the Burton team. | **Person Specification****Essential****Education**A relevant undergraduate degree **Experience**Experience of working in primary or secondary education or in a creative, heritage or arts environment, with an understanding of current educational requirements and good practice. Budget management and monitoring.**Skills**Ability to see a process through from start to completion.A collaborative approach, with a positive attitude and strong communication skills.Good IT skills.Ability to assess and manage risk.Flexible approach to working hours including a willingness to work outside usual opening hours, entailing some evening and weekend work.**Desirable**Experience of working with the Arts AwardA good understanding of the local area, local events and tourist requirements.**24 hour week, spread over 4 days****Salary - £22,000.00 (pro rata)** |
| **Start:** as soon as possible |