



**BURTON
AT BIDEFORD**

The Burton at Bideford

Burton Futures Schools Coordinator

Director's Welcome

We are The Burton at Bideford, an art gallery and museum based in North Devon, situated in the historic town of Bideford where craft, agriculture and maritime heritage meet at the water's edge.

As a proud Arts Council England [National Portfolio Organisation](#), The Burton is at a pivotal moment with new leadership and ambition for the next stage of our story. As we celebrate our 75th birthday in 2026, we are excited to build on the reputation of our existing work with a focus on our civic role, our collections and our future generations.

The uniqueness of place is a key part of our context and our vision for the future. The Burton is located in an Area of Outstanding Natural Beauty in the North Devon UNESCO Biosphere Reserve, in a district that has recently been awarded over £20million from the Community Regeneration Partnership Scheme. North Devon and Torridge District Council's shared cultural strategy commits to supporting cultural, creative and economic development in the region, with an ambition that "in the next five years, Northern Devon will be locally, nationally and internationally a place where creativity thrives in unison with landscapes and communities."*



We believe that all children in North Devon should have free access to art and creative activities. In 2025 we launched Burton Futures, a project which aims to remove economic barriers for schools so that young people can engage with world-class art as part of their education. As we look to grow this project we are excited to welcome a new colleague to develop this strand of our work.

If you have experience of working in education and are passionate about increasing children's connections with cultural institutions then we would love to hear from you. Please get in touch with us for any questions you have about the role ahead of applying.

Harriet Cooper
Director, The Burton at Bideford

*Flourishing Culture - The Northern Devon Culture Strategy 2022-2027

About The Burton

The Burton at Bideford is a leading cultural venue in the South West, attracting over 160,000 visitors last year.

With two exhibition spaces, a museum, craft gallery, workshop space, shop and café, we provide opportunities for people of all ages to access and engage with artists, collections and exhibitions. Placing community at the heart of all our activities, The Burton also offers a rich programme of outreach activities to engage those who don't have easy access to a traditional arts venue in a predominantly rural region.

Our priority is to enable engagement with The Burton to be free. To achieve this, we strive to finance as much of our work as possible through trading income – our shop, craft gallery, room hire, workshops and café – in addition to funding from Torridge District Council, Arts Council England (ACE), trusts and foundations, our loyal Friends scheme, and local and national fundraising campaigns.

Yinka Shonibare CBE: Modern Spiritual, installation image, 2024. Photo Jim Wileman

Connection to the landscape and heritage around us is a key artistic enquiry for The Burton and is reflected in our permanent collections, our annual commissions, and our exhibitions and engagement programme. Recent projects include a major exhibition and symposium with Emma Stibbon RA exploring the local and global impacts of climate change, 'Into Abstraction: Modern British Art and the Landscape' in partnership with The Hepworth Wakefield, and our current show 'Joan Miró: Painting and Poetry' with Hayward Touring.

In 2024 The Burton embarked on a new sustainable museum project with the support of ACE, installing solar panels on our roof, replacing windows to reduce heat loss, and redesigning our bathroom facilities for greater accessibility and efficiency. This work continues through 2025-26 as we explore how to monitor the impact of these changes and bring our community into the conversation.

The Burton is renowned and valued in the South West as a community venue for everyone to love and access freely. It strives for excellence in being a creative destination that can both inspire and challenge.



About Burton Futures

We believe that all young people in Northern Devon should have free access to art and our Burton Futures programme provides bursaries to rural schools to help them meet the cost of visiting the gallery. Burton Futures also provides professional development support to teachers and enables schools to host The Burton Art Box, a converted horse box that takes artist workshops outside of our building to hard to reach areas.

About this role

We are a small, committed team seeking a candidate who is excited to contribute to the work of one of the leading visual arts organisations in the South West.

Reporting to our Learning and Engagement Manager, the Burton Futures Schools Coordinator is responsible for building and developing our work with schools in Torridge and North Devon. They will play a key part in fundraising for Burton Futures, project managing activity, building new relationships and developing schools activities with The Burton's collection.

This is a new role for The Burton, supported by funds raised by players of People's Postcode Lottery and awarded by Postcode Community Trust. It is particularly well suited to someone with experience of working with schools who understands the challenges teachers can face in connecting pupils with art and local cultural organisations.

Art Box visit, 2025



Job Details

Job Title: Burton Futures Schools Coordinator

Contract: 15 hours a week (2 days)

Duration: 2-year contract, with the possibility of extension subject to funding. There is a 3-month probationary period.

Salary: £10,800 per year (£27,000 full time equivalent)

Hours: The Burton works on a 7 day rota and the hours can be worked flexibly over the full week dependent on operational need. Some weekend and evening work may be required on a rota basis.

Responsible to: Learning and Engagement Manager

Location: The Burton at Bideford, Kingsley Road, Bideford, EX39 2QQ. Occasional flexible/home-working is offered but the majority of the working week will be at The Burton.

Benefits:

- 20 days paid annual leave plus statutory and other public holidays.
- Pension contribution (after probationary period).
- AIG Staff Insurance (after probationary period).
- Access to Paranimo on-demand counselling services.
- Cycle to work scheme.
- 10% discount at The Burton shop.

Line Managed by: Learning and Engagement Manager

Responsible for: This post has no line management responsibilities but may be required to oversee freelancers, interns and volunteers on occasion.

Crafty Kids, 2023



Key Responsibilities

- Be responsible for project managing Burton Futures, including planning, delivery and development of activity.
- Act as the main liaison for schools, building positive relationships with schools in Torridge and North Devon.
- Lead the Burton Teacher's Network, developing relationships and delivering three in-person events annually.
- Coordinate schools visits to The Burton and outreach visits to schools.
- Manage the Burton Futures budget.
- Identify relevant funding opportunities for Burton Futures and write applications in liaison with the Learning and Engagement Manager.
- Contribute to the organisation of the Annual School's Exhibition.
- Collaborate with the Learning and Engagement team to develop learning materials and workshops for schools.
- Collaborate with the Curatorial Coordinator to pilot new ways to engage schools with The Burton's collection as part of the project *Burton 2101: Collections for the Future*.
- Maintain an up to date knowledge of safeguarding and equality, diversity and inclusion practices.
- Contribute to The Burton's commitment to reducing our carbon footprint by embedding environmental sustainability in the planning of Burton Futures.

Art Box visit, 2025



General Responsibilities

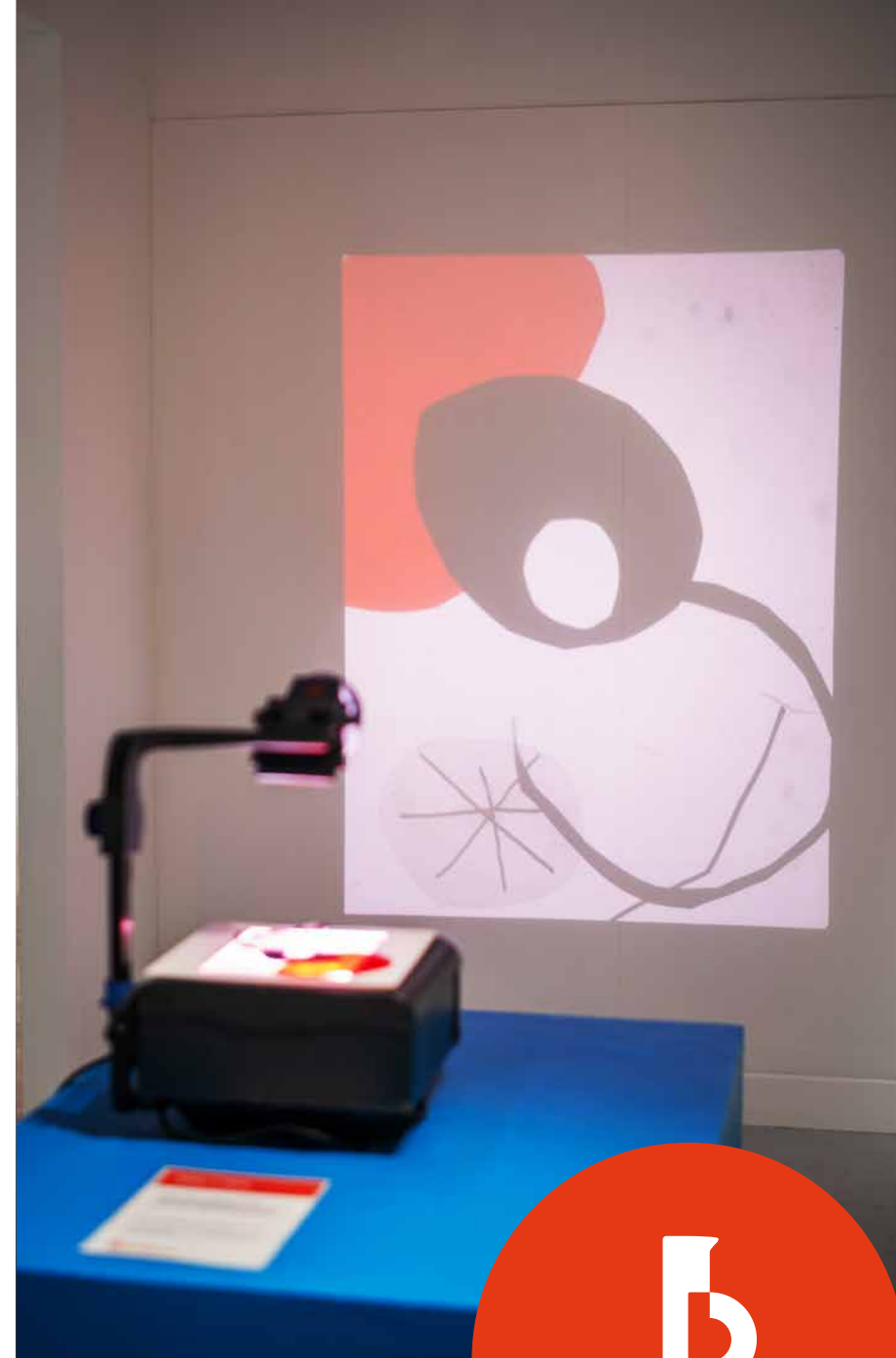
In addition to the specific responsibilities of the role above, The Burton at Bideford team are expected to:

- a.** Diversity and Inclusion: ensure that our Equality, Diversity, and Inclusion (EDI) policies are followed and embrace the benefits of diversity so that everyone – irrespective of individual differences in their identities, background, or any personal characteristics – receives fair and equal treatment in a safe, welcoming, and enjoyable environment.
- b.** Performance Improvement: be responsible for your own performance, participate in our performance review procedures and propose better, faster, or less expensive ways to do things which help our overall mission.
- c.** Health and Safety: be responsible for ensuring the health and safety of the team and yourself by following safe systems of work, and by meeting the requirements of the health and safety policy.
- d.** Compliance and Integrity: be compliant with the law and The Burton's policies especially with regards to data protection and IT security and ensure other policies as advised from time to time are followed.

This job description is not intended to be exhaustive and the nature of our work and the size of our team at The Burton requires everyone to be flexible. You may be required to take on such reasonable additional or other responsibilities and tasks as we need from time to time, including serving in the shop and invigilating in the galleries.

Weekend and evening work may be required at times on a rota basis.

Joan Miró: Painting and Poetry, installation image, 2025. Photo Jim Wilemann



Person Specification

Potential candidates may already work in arts education or have recent experience as a teacher and be looking for a career change. Previous experience of working within a school setting is a distinct advantage but is not a requirement provided you are able to demonstrate transferable skills. You don't need to meet all of the person specification but we are excited to meet candidates with:

- Experience of working in a school environment, or in learning and engagement within the contemporary visual arts or museum sector.
- Knowledge of school systems and the challenges facing the education sector.
- Experience working with artists and/or developing creative workshops.
- A track record of managing projects with a set budget.
- Experience writing fundraising applications.
- Strong relationship management skills.
- Advanced organisational and planning skills with an ability to manage multiple tasks effectively.
- Collaborate with colleagues to develop learning materials and workshops for schools.
- A flexible and collaborative approach to working as part of a team.
- Proficient in Microsoft Office Suite including Excel, SharePoint, Outlook and Word.

Key Dates

If you have any questions while making your application, require this information in a different format or would like to have an informal discussion about the role please get in touch with Jo Jones, Company Secretary: secretary@theburton.org.

Application deadline: 10am, Monday 2 Feb 2026

In person interviews: Monday 16 February 2026

How to Apply

The Burton at Bideford is an equal opportunities and Disability Confident employer who understands the benefits of diversity so that everyone – irrespective of individual identities, background, or any personal characteristics – receives fair and equal treatment in a safe, welcoming, and enjoyable environment.

To apply for the position, please email secretary@theburton.org with the following documents:

- An up to date CV
- A cover letter telling us why you are interested in this role and what you can bring to it
- A completed Equal Opportunities Monitoring Form

If you would prefer, your cover letter can be delivered in video or audio format – no longer than 5 minutes.