

Camden Art Centre  
Arkwright Road  
London NW3

## Learning Co-ordinator (Permanent, part-time)



'I can only dream of living things being made out of letters', Camden Art Centre, 2021.

### Outline of the role:

Camden Art Centre's learning programme aims to discover, inspire, engage and support the next generation of artists and arts audiences.

The Learning Co-ordinator will support the delivery of exciting, innovative activities for children and young people including our youth programme for people aged 15-25, our secondary level SEN schools project, partnerships and projects with schools and families. You will play an important part in providing a safe and positive space for our young participants taking part in our Learning Programme.

You will be involved in the development of creative approaches to working with varied audiences in a gallery setting or in offsite outreach activity. A key aspect of the role is to engage with a variety of audiences including schools, teachers, young people, third sector staff and industry professionals in order to facilitate creative activity.

The Coordinator will form part of the Learning Team and sit within the Programme Team, which includes Programme Curators for Learning, Exhibitions, Residencies and Public Programme and the Gallery Manager, and

# Camden Art Centre

## Arkwright Road

### London NW3

is invited to contribute to the creative vision of the organisation. The programme team meets monthly to discuss ideas and issues across all areas of the programme and to confirm future programming timetables and plans.

#### About Camden Art Centre

Camden Art Centre is a place for art and artists; a place for the curious, the novice and the expert alike. It's a place to see, to make, to learn and to talk about contemporary art, whether in our building, attending off-site projects or via our digital forums.

Camden Art Centre was originally built as a public library and now combines historic architecture with open, modern spaces, a café, bookshop, and secluded garden, with free entry for all. Through our programme of exhibitions, learning, courses, events, and residencies, we invite everyone to engage with art and the people that make it – to push boundaries and connect to their own creativity. Our off-site projects share our work with diverse communities and our digital, publishing, and broadcast platforms help us connect art, artists, and people in ever more immediate and interesting ways.

As a charity rooted in our North West London community, we foster a sense of belonging in our spaces. Working closely with local schools, community groups and specialist partners we nurture the next generation of artists, from early years to adulthood, enabling everyone to get up close to art, to meet artists and to make work themselves. Our targeted programmes and sector leadership increase our impact, bringing the arts to those most in need.

Much loved by our communities, for over 50 years Camden Art Centre has always worked ahead of the curve, giving early support and exposure to important artists from the UK and abroad including Martin Creed, Kerry James Marshall, Kara Walker, Sophie Calle, Yinka Shonibare, Mike Nelson, and Mary Heilmann. We support artists at every stage of their careers, enabling them to make and show work that is relevant for today: brave, challenging, engaging, and vital.

Camden Art Centre is an Arts Council England (ACE) National Portfolio Organisation (NPO) and a registered charity governed by a Board of Trustees. We have a team of around 21 plus front of house and artists and freelancers who work on our programmes.

Camden Art Centre  
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Photo © Hydar Dewachi.

**Learning Co-ordinator (Permanent, part-time)**

Employer	Camden Art Centre	Place of work	Arkwright Road, NW3 6DG
Reports to	Learning Curator	Department	Learning Team
Salary	c. £27k pro rata dependent on experience	Contract	Permanent, part-time
Hours/Days of work	3 days a week Thursday, Friday and Saturday 10am-6pm with an hour unpaid lunch each day	Responsible for	n/a

**Benefits:**

- 25 days (pro rata) of annual leave, plus UK public holidays.
- Ride to work scheme.
- Season travel ticket loan.
- Health Assured scheme for staff wellbeing.

# Camden Art Centre

## Arkwright Road

### London NW3

- Employer pension contribution of 3%.
- Training opportunities
- Discounts at Camden Art Centre Café and Shop and free access to events

#### Key Tasks and Responsibilities

##### General:

1. Work closely with the Learning programme team to support the development and delivery of an exciting programme for a wide range of audiences and participants across a range of age groups, including schools, teachers, young people and SEN groups / partners on and offsite.
2. With the Learning Curator, recruit, induct and liaise with freelance artists and assistants who support Learning activities within the centre and offsite.
3. Create letters of Engagement and Contracts for artists and assistants working on the Learning programme, acting as a key point of contact.
4. Support with DBS procedures and safeguarding.
5. Ordering of all materials and stock for learning activities, keeping track of all orders, deliveries, and storage.
6. Coordinate the upkeep of the Ceramics and Drawing Studios and facilities in liaison with the Curators and Premises team.
7. Process invoices and enter expenditure into budget templates, ensuring all purchases are cost-effective and within budget. Review project actual expenditure against budgets in consultation with the Learning Curator.
8. Work with the Learning Curator and Communications team to write copy for Camden Art Centre's brochure, e-bulletins and website for advertising purposes.
9. Support reporting, monitoring, and evaluation procedures. Coordinate data collection for the Learning activity, including liaising with other teams for participant monitoring information and logging participant data on organisation monitoring sheets.
10. Update the database with relevant contacts and information.
11. Gather feedback and evaluation to inform programme development and for reporting.
12. Coordinate documentation of sessions and relevant permissions. File digital Learning Programme images in line with company policy.
13. Support the Learning and Front of House teams in offering meaningful opportunities for volunteers to engage with the Learning Programme.
14. Provide general administrative support duties for the Learning team
15. Ensure health and safety and equal opportunities in line with CAC's policies.
16. Undertake other duties as may be required to ensure the smooth running of the Centre.

##### Schools, Youth and Families Programmes:

17. Help organise a programme of artist-led activities for Primary Schools, SEN schools, Families Programme and young people aged 15-25, including regular workshops, resources and outreach projects.
18. Support the planning, scheduling, and delivery of sessions on and offsite alongside the Learning Curator.

# Camden Art Centre

## Arkwright Road

### London NW3

19. Work closely with young people to support them in pursuing arts as a viable career option and help identify networks and creative opportunities for them to connect with.
20. Undertake research on key areas including: developing arts programmes around current social and political contexts; partnership work with schools and young people; recruiting new artists onto the programme.
21. Organise and attend meetings with internal staff and external key stakeholders.
22. Coordinate administration of this programme, acting as a key point of contact for these groups.
23. Manage Eventbrite ticketing systems with our Communications team for Learning Programmes.
24. Ensure studio set up prior to workshop activity and after and support artists in delivering sessions where needed.
25. Process general school and higher education visit enquiries for independent visits and liaise with Front of House and Programme Team on an offer of welcome introductions.
26. Conduct tours of the exhibitions for school groups.
27. Document activities as appropriate for marketing and funding purposes.
28. Support Learning Project Exhibitions including the install and de-install, logistics and delivery in liaison with Learning Curator and Gallery Manager.
29. Facilitate online programmes through being a key presence in online events, adhering to safeguarding procedures.

#### **Person Specification:**

##### **Essential skills**

- An active interest in contemporary visual art and an understanding of the positive impact of arts education.
- A passion for empowering children and young people and their wider community.
- A practical knowledge of materials and methods of making art.
- At least one years' experience of project coordinating or equivalent administrative experience.
- Plans, prioritises and organises work to achieve objectives on time.
- Uses initiative or creativity to resolve problems.
- Experience of working with, and collaborating with, a wide range of people.
- IT skills in Microsoft Office and Outlook.
- Excellent written and verbal communication skills.
- Excellent attention to detail
- Self-motivated and a creative thinker.
- Ability to work flexibly and under pressure as part of a small team and be a supportive colleague.
- Have a strong desire to continue to develop and train and be committed to getting the most out of this opportunity.
- Enjoy working in a team and also be confident to work independently.
- Friendly and approachable.
- Honesty.
- Reliability.
- Punctual.

# Camden Art Centre

## Arkwright Road

### London NW3

#### Desirable

- Awareness and experience of addressing access and safeguarding issues.
- Experience and understanding of working with young people from diverse communities.
- Experience and understanding of working with young people with complex needs.
- An understanding of the challenges facing young people today.
- Demonstrated ability to encourage group work and collaboration between children and young people.
- Experience of health and safety, security and first aid procedures.
- Experience of/or an interest in, creating digital content.

#### Key recruitment information

Information evening (online): **Thursday 18<sup>th</sup> April 2024 6-7pm**  
Closing date for applications: **Tuesday 23<sup>rd</sup> April 2024 by 10am**  
Interviews will take place: **Friday 3<sup>rd</sup> May 2024**

Please note that we are unable to consider any applications which are received after the deadline. If you cannot make an offered interview time, we may not be able to give you an alternative.

Unfortunately, due to the high volume of applicants, we are unable to write back to all applicants at the shortlisting stage, or to give specific feedback on why you have not been shortlisted. If you do not hear from us by **Friday 3<sup>rd</sup> May 2024**, please assume that you have not been shortlisted in this instance.

Please do not send CVs. Applicants must have the right to work in the UK.

Please send us your completed application form to [recruitment@camdenartcentre.org](mailto:recruitment@camdenartcentre.org) with 'Learning Coordinator' on the subject line.

Please also complete the online equal opportunities monitoring form here:

[Equal Opportunities monitoring form](#)

The equal opportunities form is confidential and separate from your application.

We are particularly interested in applications from people from backgrounds that are underrepresented in the museums and galleries sector, including people from low-income backgrounds, people with disabilities, and people from Black, Asian, and ethnically diverse backgrounds.

Camden Art Centre is committed to meeting the needs of applicants with disabilities. Visit our [access webpage](#) for general information. Please see [our recruitment guidance document](#) provided for further information.

This job pack will give you more information about the role.

We provide [additional guidance notes](#) to help you better understand the recruitment process, the information we need to know about you to understand if you are the right person for this opportunity, and how best to approach completing your application.

# Camden Art Centre

## Arkwright Road

### London NW3

#### Equal Opportunities Policy and Monitoring

##### 1. Introduction

- 1.1 Camden Art Centre (CAC) is committed to a policy of equality of opportunity in its employment practices and in the provision of services to users.
- 1.2 The Sex Discrimination, Race Relations and Disability Discrimination Acts protect job applicants, employees, self-employed people, and contract workers alike and accordingly the word “employee” in this policy includes all such people who are protected by the Acts.
- 1.3 Senior management fully supports this policy. All employees are responsible for its implementation and should request special training if they have any doubts about its application. An employee should address any questions in relation to the policy or any requests for special training to the Director.
- 1.4 Employees who feel that they have suffered such discrimination should raise the matter with the Director.

##### 2. A Statement of Policy

- 2.1 As an employer CAC aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependants or religious beliefs.
  - 2.1.1 Selection procedures and criteria are reviewed to ensure that individuals are selected on the basis of their relevant merits, abilities, experience, and qualifications.
  - 2.1.2 All employees must accept their personal responsibility for the practical application of the Policy but at the same time CAC acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in recruitment and employee administration.
  - 2.1.3 To ensure this Policy is consistently applied and monitored co-ordinating responsibilities have been assigned to the Administrator who will monitor the operation of the Policy for both employees and job applicants.
- 2.2 As a service provider, CAC aims to ensure that its artistic programme reflects the cultural diversity of the community in which it is based. In particular it aims to ensure that audiences and users are not denied access to the programme on grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependants or religious beliefs. The artistic programme also aims to challenge and explore issues around identity and society’s response to identity and ‘difference.’
  - 2.2.1 The exhibition and education programmes are reviewed to ensure that they reflect the needs and interests of the whole community.
  - 2.2.2 Targeted activities will be integrated into the programme in order to encourage increased use of the Centre by members of the community who ‘traditionally’ feel excluded from art spaces.
  - 2.2.3 All employees must accept their personal responsibility for the practical application of the Policy but at the same time CAC acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in programming and service provision.
  - 2.2.4 To ensure this Policy is consistently applied and monitored co-ordinating responsibilities have been assigned to the Director who will monitor the operation of the Policy within the artistic programme and other services.

##### 3. Recruitment procedures

- 3.1 Job descriptions and person specifications are regularly reviewed to ensure that they accurately reflect the responsibilities of the post and contain no indirect discrimination.
- 3.2 The person specification and experience related to the job description provides the basis for the objective criteria for selection of candidates for short listing and appointment.
- 3.3 Applicants receive a job description, person specification, and an equal opportunity form for details of protected characteristics such as sex, disability and race in line with Arts Council guidance, that will be used for monitoring purposes.
- 3.4 Data may be referred to after initial shortlisting in order to choose between candidates of equal merit, in order to support our aim to diversify our workforce for individuals with protected characteristics.

# Camden Art Centre Arkwright Road London NW3

- 3.5 Interview panels will be kept to a minimum size and panel members will be briefed on the application of the policy and the inadmissibility of discriminatory questions.
- 3.6 Candidates selected for interview will be asked the comparable questions. Candidates required to sit recruitment tests will be set the same tests.

## 4. Grievances

Anyone who believes that there has been any breach of this equal policy or has a grievance in respect of any act of sexual or racial harassment or any other discrimination should raise the grievance in accordance with CAC's Grievance Procedure. Anyone who does not feel able to do this should raise it with the Director or if that is inappropriate, the Chair.

## 5. Discipline

An employee who harasses or discriminates against any other employee or CAC users or visitors on grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependents or religious beliefs will be dealt with under CAC's Disciplinary Procedure. Such harassment or discrimination will normally be regarded as gross misconduct so that, on completion of the investigation and the relevant stage of the Disciplinary Procedure, the employee will be summarily dismissed.

*Thank you for reading and good luck with your application.*



Slogan plates created by Kingsgate Primary School pupils before 2019