

Schools and Young People Coordinator

Hours: 5 days per week / 35 hours per week / (1 FTE)

Salary: £27,000

Contract: Fixed Term until 31st March 2025

Start date: November 2023

We are open to a start date as directed by the successful candidate but ideally by Nov 2023.

OVERVIEW

CCA: Centre for Contemporary Arts is seeking an enthusiastic individual to lead our efforts to engage schools and young people with contemporary art.

The Schools and Young People Coordinator will develop two programme strands:

- Schools Programme
- Exhibitions Learning Programme

Schools Programme

This role will be instrumental in building new relationships with Primary Schools within a 2 mile radius of CCA, working closely with the CCA Programme Team to deliver projects and events for children with their schools and teachers.

Exhibitions Learning Programme

This role will also look at the wider engagement programme around the six exhibitions that CCA curates each year to deliver engaging and accessible exhibition material, art workshops and activities that meet the needs of children (5-11 years old) and young people (12-16 years old). You will be able to work closely with the exhibiting artist and curator to programme workshops and material for the learning programme.

The Schools and Young People Coordinator will have a substantial budget to develop these 2 programme strands. You will be identifying and engaging suitable artists and facilitators to deliver a range of workshops and activities and ensuring that the Schools and Exhibitions Learning programmes are inclusive and accessible to all.

ABOUT CCA AND THE UKSPF FUND

Centre for Contemporary Arts is a multi-arts venue in Glasgow. CCA curates national and international contemporary art in our gallery space, as well as commissioning and hosting new projects in our online platform CCA Annex, and providing the Intermedia gallery space for emerging artists. CCA hosts cultural events year-round, sharing our building and resources with artists, individuals and organisations to create a citizen-led programme. CCA is also home to seed-sharing community project Glasgow Seed Library and Common Ground, a physical space and programme for refugee communities. CCA is supported by Creative Scotland.

Here is a virtual tour of CCA: <https://www.cca-glasgow.com/visit/cca-virtual-tour>

This role is funded by the UK government through the UK Shared Prosperity Fund. The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills.

Aims of CCA's Schools and Young People Coordinator Role:

- Widen access and participation of children and young people in schools close to CCA through a targeted Schools Programme
- Create a welcoming space for children and young people to engage with CCA through an exhibitions engagement programme.
- Break down barriers and challenge assumptions of who art is for, with a focus on local cultures and communities
- Developing long-term relationships with people living close to CCA by prioritising learning and education for local families and schools
- Engage with a range of artists and facilitators to develop and deliver high-quality and engaging art workshops, events, and activities for children and young people

Key Responsibilities:

The role will be based at CCA but will also include working with and visiting schools. There will be a dedicated space at CCA for children and young people to explore creative play and for the workshops to take place.

Schools Programme

- Establish and build connections with teachers and primary schools in CCA's vicinity for participation in the outreach and education programme.
- Develop and implement a comprehensive Schools Programme aligned with CCA's strategic objectives
- Liaising with teachers/heads of department in the organisation of workshop sessions at CCA, including coordinating transport for school children
- Work with and engage local artists and facilitators to create workshops for Schools Programme
- Build and maintain strong relationships with schools, teachers, and community groups

Exhibitions Learning Programme

- Work closely with the programming team to design workshops and events that are responsive to the needs of children and young people
- Create material and workshops in collaboration with artists/facilitators to enhance the exhibition's learning experience for children and young people.

Administration

- Promote engagement workshops and projects effectively in coordination with CCA's marketing team, with an understanding of how young people engage with social media.
- Manage budgets, scheduling, and logistics for schools outreach and exhibition learning activities, ensuring that projects are delivered on time, to budget, and to the highest standards.
- Ensure compliance with CCA's processes for events and projects, including organising health and safety, access and safeguarding requirements.
- Assist with the delivery of training sessions for CCA staff

Evaluation

- Create evaluation that reflects on the outreach and learning programme for schools and young people for ongoing development and improvement.
- Contribute to the evaluation and monitoring of the CCA's outreach and learning programme for UKSPF reports

This role will be accompanied with an **access and training fund** to support the Schools and Young People's Coordinator's development over the term.

Role Specifications and Skills:

The Schools Coordinator should be passionate about working with children and young people, have a keen interest in the arts and contemporary culture and have a vision for an education programme within an arts centre. They should enjoy working collaboratively with other artists, and colleagues across the organisation.

- A passion for contemporary art and a strong commitment to engaging young people and schools with the arts.
- Experience working in a similar role developing and delivering education programmes for children and young people.
- Excellent organisational, communication, and interpersonal skills, with the ability to build strong relationships with a wide range of stakeholders.
- Experience of working with artists, educators, and other partners to develop and deliver engaging and inclusive contemporary art workshops and events.
- Knowledge of current issues and best practice in relation to arts education, with a commitment to promoting diversity, equality, and inclusion in all aspects of education programming.
- Strong project management skills, with the ability to manage budgets, schedules, and logistics
- A creative and flexible approach to problem-solving, with the ability to work effectively under pressure and to adapt to changing circumstances.
- This post requires some flexibility to work some evenings/ weekends in accordance with the needs of each particular project.
- This post is subject to enhanced DBS clearance.

This is a fixed term full-time position. CCA is an equal opportunities employer and welcomes applications from all sections of the community. If you are passionate about contemporary art and education and are committed to making a difference in the lives of children and young people, we would love to hear from you.

How to apply:

1. Send us an up to date CV on no more than 2 sides of A4.
(please include examples of any schools programme or any children/youth programme with institutions you have been involved with)
2. A one page (500-1000 words) covering letter demonstrating how your experience, skills and interests equip you for the role
3. Please also include any access needs you will require to work with and at CCA, including any access requirements at the interview stage.

We are open to alternative forms of application -

- You can send us a video application of (up to 5 min maximum) or
- Audio record your answers and send this in an audio file (up to 10 min max).

You can also email us at **recruitment@cca-glasgow.com** if you need to discuss what would work best for you.

Timeline:

Closing date for applications is: 24th September 2023, 12 midnight

Please submit your application to **recruitment@cca-glasgow.com**

You will be contacted about the outcome of your application by **9th October 2023**.

Interviews will take place during the week of **16th to 20th October**.

The interviews will take place at the CCA with 3 staff members, a list of questions will be emailed to you prior to the interview session.

We expect to inform you of the interview results the following week for the role to start on **30th Oct/ beginning of November**.