

THE SHOW ROOM

63 Penfold St, London NW8 8PQ
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SCHOOLS AND YOUNG PEOPLE CURATOR

SUMMARY OF CONDITIONS OF SERVICE

Employer:	The Showroom Gallery Ltd
Job title:	Schools and Young People Curator
Responsible to:	The Showroom's Director
Hours of work:	24 hours, or three days per week (.6 fte) No overtime but time off in lieu arrangement exists.
Holiday entitlement:	Annual leave of 28 days pro rata.
Salary:	£40,000 per annum pro rata, fixed term contract of 1 year.
Place of employment:	The Showroom 63 Penfold Street, London NW8 8PQ
Flexibility:	Duties may vary as a result of changes in circumstances. A degree of flexibility is therefore needed.

Terms and Conditions of work

The above position carries an initial three-month probationary period. Notice of one month must be given by employees to The Showroom Gallery Ltd and shall be given by The Showroom Gallery Ltd to its employees.

The above details and the job description for the position of Schools and Young People Curator are a guide to the nature of the work required. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

BACKGROUND

We are looking for a dynamic person with experience of working with schools and young people to work with The Showroom's Director to develop and steer the *Imagining Futures* programme into its next phase of development.

The Showroom has received a grant from John Lyon's Charity for its *Imagining Futures* pilot programme to test and implement a new phase of meaningful engagement with schools and young people in the Church Street Ward. As an established gallery in the wider London arts sector, The Showroom is a valuable resource that can provide a much-needed connection between young people and artists' ideas and methods to entice creative thinking. This pilot will run for one year and seeks to research, develop and implement an education programme that will broaden and deepen relationships between The Showroom and its neighbourhood, Church Street, NW8, and help to support innovative participatory artistic practices.

The new Schools and Young People Curator will have a passion for programming activities for young people and a knowledge of our mission and history. Embedded in The Showroom team, the new Schools and Young People Curator will research and build a one-year pilot programme of educational activities at The Showroom that will serve as a template for more extended engagement depending on future funding provisions.

JOB DESCRIPTION

Principal Duties and Responsibilities

- To work with The Showroom's Director and Engagement Curator to research and develop a pilot programme of participatory projects, workshops, and activities engaging schools and young people in the Church Street Ward.
- To identify, build, manage and maintain relationships with a wide range of partners, including local partners, youth centres and local schools, as well as other kinds of potential collaborators in and beyond the neighbourhood, and to set up partnerships around specific projects.
- To be responsible for the development and realisation of the programme of participatory projects on a day-to-day basis.
- To work with The Showroom's Director and Gallery Manager to set and steward the *Imagining Futures* budget, identify and research future funding opportunities, and draft funding applications and reports as required.
- To manage all aspects of the realisation of the programme, including recruiting and communicating with artists, partner organisations and participants, and organising the production of projects, including off-site and gallery-based work.
- To recruit, brief and manage Education Assistants and other temporary staff, as needed.
- To assist in organising the marketing and other publicity for the projects.
- To be responsible for maintaining archival documentation of the pilot programme.
- To represent the gallery and education programme at external meetings, seminars and conferences, as required.
- To undertake any other duties as may be reasonably required by the Director and the Board of Directors.

PERSON SPECIFICATION

It is essential that you have:

- Proven experience of working with a wide range of people, including young people and artists.
- Experience of working in a gallery context.
- Training and certification to work with young people.

- A good knowledge of, and familiarity with, current visual arts practice and the contemporary arts sector.
- At least two years' arts education or project coordinating experience and knowledge of the public or voluntary sector.
- Good administrative, organisational and interpersonal skills: including word-processing, database and spreadsheet computer literacy (especially Microsoft Word and Excel, for Macs).
- Experience in producing and keeping to budgets.
- Initiative and the ability to learn quickly as well as adopt and develop established working practices and procedures.
- Good oral and written communication skills.
- The ability to work well and motivate others both as part of a hard-working team and independently.
- Experience in managing a small team of volunteers or workers, including the preparation of working schedules and rotas.
- The ability to represent The Showroom and to be able to communicate at all levels with schools, community groups, the Board of Directors, colleagues, artists, sponsors, funding bodies, press and the public.
- A full commitment to the aims and activities of The Showroom Gallery Ltd.
- A commitment to all Showroom Policies, including Equal Opportunities and Diversity.
- **It is desirable that you have:**
- Experience of working with projects that involve participation or are realised in the public realm.
- Experience in fundraising for education programmes.
- Clean driving licence.

TO APPLY

Please send a CV and cover letter outlining your interest in the post, plus a completed equal opportunities form to: recruitment@theshowroom.org

Please mark the email subject line 'Schools and Young People Curator'

Deadline for applications: midnight Wednesday 8 January 2025