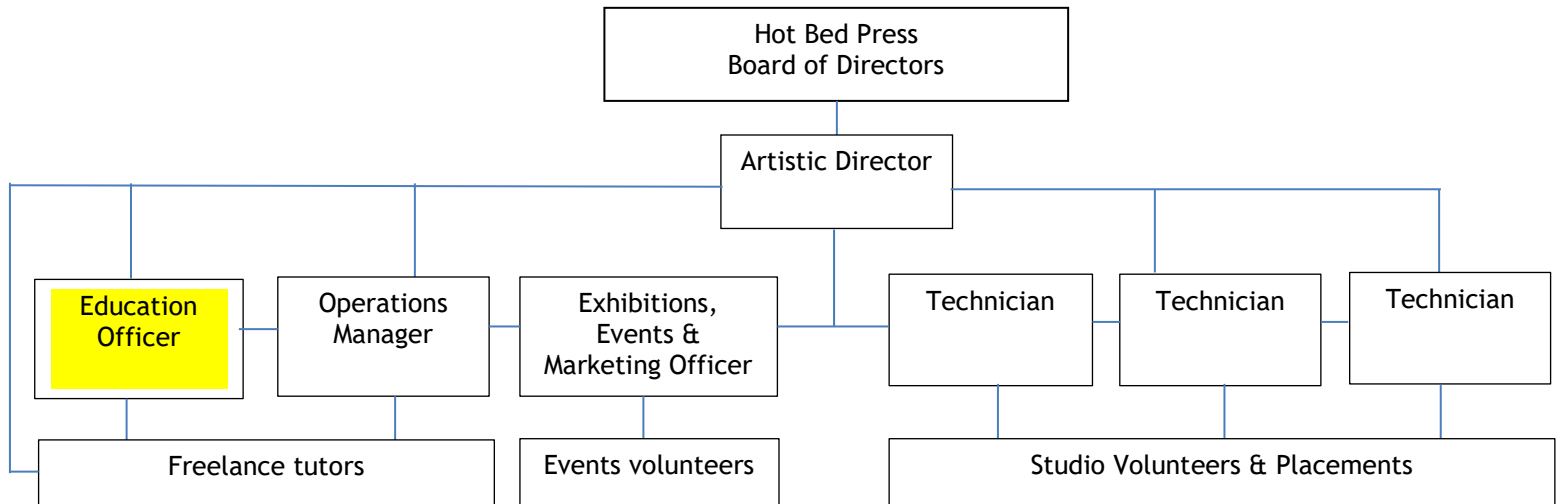


## Education Officer Job Description / Application Form



<b>Job title:</b>	<b>Education Officer</b> (15 hours /week)
<b>Responsible to:</b>	Artistic Director & Board of Directors
<b>Working in conjunction with:</b>	Operations Manager, Exhibitions Events & Marketing Officer, Technicians, and volunteers
<b>Working hours:</b>	Thursdays & Fridays 9.30am – 5.00pm Occasional Saturday cover maybe required during course delivery. Time off in lieu will be arranged.
<b>Pay:</b>	£12per hour    £9,360 p.a. (£24,960pro rata)
<b>Annual leave:</b>	11.2days
<b>Terms:</b>	2year contract
<b>Probation Period:</b>	6 months
<b>Staff Benefits:</b>	Staff receive free membership and unlimited hours use of the workshop including 24hr keyholder access. We also have a staff development scheme for training and workshop opportunities open to all staff.

## Education Officer Job Description / Application Form

### **Length of Employment/Post:**

This position is a 2year post and is funded by Arts Council as part of organisational development of Hot Bed Press and planned expansion. It is hoped that the post will continue after the 2 years and become a permanent role. This will be subject to funding, income generation in the post and a full board review.

### **Overview:**

To manage, plan and deliver/oversee the provision of all courses and outreach workshops, including liaison with freelance tutors and working with The Artistic Director on course planning, advertising, and marketing of courses and outreach. The Education Officer will also work to develop & broaden Hot Bed Press's outreach provision including liaising with potential new partner organisations, initiating & planning new education projects, strengthening the education profile and capacity, and helping to generate increased income.

### **Main Duties**

- ◆ To plan and oversee in-house course programmes offering an outstanding, dynamic, and diverse range of courses in printmaking, book arts and letterpress. To build on Hot Bed Press's reputation for innovative and unique course programmes.
- ◆ To engage tutors and ensure strong course content, introductory course letters and course descriptions.
- ◆ To ensure all freelance tutors have appropriate contracts, and oversee the provision of course planning sheets, workshop notes and publicity materials.
- ◆ To oversee that all courses are delivered professionally and to the highest standards.
- ◆ To work with Technicians to ensure equipment and materials are provided for all in-house courses & outreach.
- ◆ When required to deliver/teach workshops.
- ◆ To research and develop new partnerships, attend meetings, and network forums to represent Hot Bed Press and extend awareness of our education programme and outreach resources.
- ◆ To answer enquiries and provide quotes for outreach workshops; to be held in-house and externally at other venues.

### **Supplementary Duties**

- ◆ To collect and collate feedback to inform future course planning.
- ◆ To manage and collate an image bank for all education marketing and support materials.
- ◆ To work towards developing educational videos and social media content.
- ◆ To run/organise demonstrations at open studios events and external events where appropriate.
- ◆

<i>Essential</i>	<i>Desirable</i>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of planning and organising courses, workshops, and demonstrations.</li> <li>• Experience of working with schools, colleges community groups and arts organisations.</li> <li>• Experience of planning, writing, and editing course content, workshop notes and promotional material.</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in visual arts/ printmaking and arts education.</li> <li>• Experience of working with volunteers.</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent organisation skills, and attention to detail.</li> <li>• Ability to work effectively in a busy workshop environment.</li> <li>• The ability to work on a number of different projects concurrently and to prioritise and manage competing priorities.</li> <li>• Highly motivated with the ability to work both using own initiative and as a team player.</li> <li>• Enthusiasm and commitment to the work ambitions of Hot Bed Press and promotion of contemporary printmaking.</li> <li>• Excellent verbal and written communication and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• A strong working knowledge of printmaking, book arts or related arts.</li> <li>• Knowledge of filming &amp; posting educational videos.</li> </ul>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Experience and skills are considered more important than formal qualifications for this post.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or equivalent in printmaking or educational management.</li> <li>• Driving licence and own transport.</li> </ul>
<p><b>Additional:</b></p> <ul style="list-style-type: none"> <li>• A willingness to undertake appropriate training and development as dictated by the demands of the post.</li> <li>• Willingness to work occasional extra evenings or weekends as the post dictates.</li> </ul>	<ul style="list-style-type: none"> <li>• A practical knowledge of outreach/events planning.</li> </ul>

**Application Form**

Please complete all sections of this form. Please use additional pages for any part of the application where necessary.

**Contact details**

- Name .....
- Address .....
- .....
- .....
- Postcode .....
- Tel. no. ....
- E-mail .....

**Details of Further / Higher Education**

<u>Name of institution</u>	<u>Qualification (diploma, degree etc.)</u>	<u>Dates from and to</u>

**Employment History**

<u>Name of organisation</u>	<u>Job title</u>	<u>Dates from and to</u>

Employment History continued

<u>Name of organisation</u>	<u>Job title</u>	<u>Dates from and to</u>

Details of relevant experience

**Please outline below your experience of the following:**

1. Planning and organising courses, workshops, and demonstrations.

1. Working with schools, colleges community groups and arts organisations.

Please outline below your experience of the following:

2. Planning and organising courses, workshops, and demonstrations.
3. Working with schools, colleges community groups and arts organisations.
4. Writing and editing course content, workshop notes and promotional material.
5. Working in a busy team and managing multiple projects/priorities.

## Education Officer Job Description / Application Form

Continue below, or if you need extra space for your answers, please add these on extra sheets and put a note in the relevant box indicating where to find this, [eg. see extra sheet # 1].

**References.** Please give the names and contact details of someone who can speak of your suitability for this post.

	Referee no. 1	Referee no. 2
Name		
Address		
Tel.		
e-mail		
Relationship/connection to yourself		

## Education Officer Job Description / Application Form

**Driving** (Please delete as appropriate)

I do/ do not have a Full Valid UK Driving Licence

I do/ do not have access to my own transport

I certify that the information on this form is true and correct:

**Signed** .....

**Date** .....

**Please e-mail to:**

andy@hotbedpress.org

**or post to:**

Hot Bed Press, The Casket Works, Cow Lane, Salford. M5 4NB\*

*\*However, we prefer typed forms and for them to be sent by e-mail rather than in the post where possible.*

We welcome applications from all backgrounds and sectors of society.

Unfortunately, Hot Bed Press is not yet fully accessible to wheelchair access, but we are working towards a fully accessible workshop as part of our development.

**Deadline to receive applications:** No later than 12.00pm Monday 15<sup>th</sup> November

**Notification of successful applicants:** by Wednesday 24<sup>th</sup> November

**Interviews:** will take place between 1<sup>st</sup> & 3<sup>rd</sup> December at Hot Bed Press

*Please note that if you haven't heard from us by 25<sup>th</sup> November then you will not be being invited to interview. We are anticipating a lot of interest and cannot reply to everyone. Thank you for your time.*

These posts are funded through Arts  
Council Project Grants



Supported using public funding by

**ARTS COUNCIL  
ENGLAND**