

Job title:	Education Officer (15 hours /week)
Responsible to:	Artistic Director & Board of Directors
Working in conjunction with:	Operations Manager, Exhibitions Events & Marketing Officer, Technicians, and volunteers
Working hours:	Thursdays & Fridays 9.30am – 5.00pm (15 hours/week) Occasional Saturday cover maybe required during course delivery. Time off in lieu will be arranged.
Pay:	£12.00 per hour £9,360 p.a. (£24,960 pro rata)
Start date:	Thursday 13 th January 2022

About this part-time post

We are looking for a skilled and enthusiastic person keen to add their energies, experience, and knowledge to the team at Hot Bed Press at an exciting time of development and planning for the future.

The Education Officer will plan, manage, and oversee the provision of an outstanding, dynamic, and diverse range of courses in printmaking, book arts and letterpress, building on Hot Bed Press's reputation for innovative and unique course programmes. They will liaise with tutors to plan course content and delivery and look to add to our pool of in-house tutors & guest tutors to strengthen & expand our programme, to refresh and continually challenge how best to sustain & promote traditional techniques & processes alongside contemporary print practices.

They will also work alongside The Operations Manager to advertise and promote all courses and to take bookings ensuring an efficient booking system, and to provide quotes for outreach workshops. They will work with Technicians to ensure equipment and materials are provided for all in-house courses and liaise with tutors on developing and enhancing all introductory letters and workshop notes.

As part of an expanding outreach programme, The Education Officer will work with existing partners, such as Venture Arts and Encounters to deliver a wide range of activity through print and book arts. In addition, they will look to promote our delivery of on-site and off-site workshops to schools, colleges, arts organisations and community groups, to engage a new generation of printmakers and artists as well as a wider demographic. The Education Officer will also be tasked with researching and developing new partnerships, to attend meetings and network forums to represent Hot Bed Press and to seek out and promote new potential initiatives and inclusion in other major projects and festivals.

This job has been made possible through a 2year Project Grant from Arts Council England