

# COMPTON VERNEY

## Job profile

Creative Learning Producer

**Department:** Creative & Engagement

**Location:** Compton Verney Art Gallery & Park

**Reports to:** Learning and Engagement Manager

**Salary:** £29,000.00

**Contract Type:** Permanent

**Travel/Base/Working Patterns:** May be required to work additional hours over peak periods Rural location with very limited public transport

**Closing Date:** 6pm **Tuesday 27<sup>th</sup> May**

**Interview Dates:** 1<sup>st</sup> interview 9<sup>th</sup> & 10<sup>th</sup> June – online, 2<sup>nd</sup> Interview 16<sup>th</sup> and 17<sup>th</sup> June - In person

**Travel/Base/Working Patterns:** Primarily an onsite and delivery focused role with some flexible working where possible.

May be required to work weekends and evenings to support the programme.

Successful candidate must have access to a car for travel to Compton Verney.

### About Compton Verney:

Compton Verney is an art gallery and museum and charity that connects people to art, nature and creativity. Our galleries are based in a Georgian mansion amidst 120 acres of 'Capability' Brown parkland in Warwickshire. We run a changing programme of thought provoking contemporary and historic exhibitions and have six permanent collections (Naples, Northern European Art 1450-1650, Portraits and Miniatures, Chinese Bronzes, British Folk Art & The Marx-Lambert Collection). We are an accredited museum, and a registered charity. For more information about Compton Verney, visit

[www.comptonverney.org.uk](http://www.comptonverney.org.uk) / **Facebook** / [ComptonVerney](#) / **Instagram**

[@Compton\\_Verney](#) / [TikTok](#) / [@compton.verney](#)

### Main Purpose of the Role:

This role will empower people of all ages and skill levels to engage in the creative process through making, play and learning activities. You will lead on developing and delivering learning programmes, workshops and activities primarily for family and school audiences including exhibition engagement activities. The role will also lead on developing community partnerships and collaborating with local groups, artists and other practitioners. This is an audience facing role that includes direct delivery, producing projects, co-creation and collaboration skills. You will also take a lead role in helping to develop and deliver our Creative Play strategy working across teams and with audiences and groups to develop shared outcomes that might include workshops, play days, events, exhibitions, outdoor projects, artist residencies and more. At the core of the role you will foster a sense of community and belonging for all at Compton Verney.

### **Role Responsibilities:**

#### **Programme Development and Delivery**

- Art, artists and the process of making can be powerful tools to change how we understand the world. You will develop in collaboration with community groups, schools and family audiences an inclusive, relevant and exciting learning offer that supports and engages audiences onsite and offsite in learning new skills and in Compton Verney's creative programme
- You will lead on supporting our young trustees placements, including mentoring and liaising with trustees. You will support the smooth running of our Supported Internship Programme in conjunction with Solihull College & University Centre and Stratford-upon-Avon College.
- Develop new and existing projects and workshop activity including directly teaching some activities. This will include project management, scheduling, logistics, event management and evaluation. You will need excellent organisational skills, adaptability and a friendly approach and the ability to think on your feet in challenging circumstances
- Co-ordinate and project manage, visual and cross arts activity, including; scheduling; evaluation, documentation; logistics; communicating with project partners and participants; developing relationships with artists and project staff; on the ground event delivery and /or event management
- Collaborate with the Development team to lead on developing funding opportunities for our family and community work. This includes researching and developing new projects and existing work that reflects the values and mission of Compton Verney
- Help to deliver against strategic, financial and charitable targets
- Work with partners to address barriers to participation and promote inclusivity. Develop, manage and promote offers such as Community Access Scheme, HAF, Universal credit tickets and future schemes.
- Work collaboratively with community groups and proactively engage new and under-represented audiences through collaboration and consultation.
- Collaborate with internal and external stakeholders to enhance formal and informal / public learning experiences.
- Provide support for general learning team activity including planning, logistics and liaising with schools/groups, where required taking bookings and payments.

- Undertake any other duties as reasonably directed. The role requires a certain amount of weekend and out of hours working for which you will be able to claim time off in lieu

### **Administration and safeguarding**

- Develop a sustainable programme offer that includes income generation, meets engagement and EDAI aims and aligns with organisational goals.
- Maintaining records of engagement numbers and feedback and produce evaluation reports for internal and external stakeholders, funding bodies.
- Contribute to fundraising bids which support learning activities and EDAI objectives
- Contribute to the financial management of projects, from managing budgets and forecasts, maintaining financial systems, contracts, invoices, and timesheets
- Use CRM systems, Spektrix and Artifax alongside Excel and Microsoft packages to maintain administration and planning.
- Support training and CPD for other departments that increase knowledge and confidence relating to best practice for family audiences and young people.
- To be a Designated Safeguarding Officer, provide advice, guidance and information to employers, external contractors/freelancers, and volunteers. And to manage concerns or allegations, oversee individual cases from the public on internal teams.
- To hold an in date- first-aider qualification
- Produce risk assessments for learning workshops, projects and/or events.

### **PERSON SPECIFICATION**

#### **QUALIFICATION & ATTAINMENTS**

- Relevant qualification in a related subject (i.e. art, art history, visual culture, museums studies etc.)

#### **WORK EXPERIENCE**

- Experience of developing and delivering high-quality learning activities including exhibition engagement projects, family activity and workshops, engagement inspired by art collections in a museum or gallery environment
- Knowledge and strong interest in current debates in teaching, arts education, museums and gallery best practice, interpretation and accessibility, learning, co-creation and socially engaged art practices
- The ideal candidate will have their own art or teaching practice
- Ability to undertake extensive research on exhibition proposals and ideas
- Experience of project management
- A demonstrable commitment to EDAI practices
- Experience of developing and delivering workshops and activities with schools, communities and family groups
- Experience managing and motivating staff
- Experience of budget planning and management
- Experience of health and safety, risk assessment and safeguarding procedures
- Experience of establishing, developing and maintaining relationships with stakeholders, including artists, schools, HEI's, community groups and other key organisations

#### **SKILLS**

- Effective budget and project management skills
- Commitment to working with a diverse range of professionals and audiences.
- Excellent written and oral communication skills, including writing and interpretation for a wide range of audiences
- Excellent IT skills
- Ability to build effective relationships with a wide variety of stakeholders
- Ability to work independently, flexibly and under pressure.
- Excellent time and workload management skills.
- Ability to assess priorities and make decisions.
- Ability to think strategically, to plan ahead and to meet deadlines

#### **CHARACTERISTICS**

- An open, personable, interpersonal style
- Adaptable and resilient with the ability to multi task
- Highly proactive and collaborative team worker
- Self-motivated
- Clear and experienced communicator

**We value diversity in background, experience and learning style and welcome a broad range of people to help build the future of Compton Verney.**

**We are working on a long-term commitment to ensuring equity of opportunity at Compton Verney alongside being an Equal Opportunity Employer. We want to ensure all our employees thrive in every part of our organisation and believe that inclusion is everyone's responsibility.**

### **What we offer**

At Compton Verney we connect people with Art, Nature and Creativity. We are the leading visual arts destination in the heart of the country. We trigger positive change for artists, audiences and communities by encouraging play, inspiring debate and bringing people and ideas together

We're working hard to create an inclusive culture, where everyone feels they belong and a warm, welcoming and respectful culture for staff, volunteers and visitors so it's important that our people reflect and represent the diversity of the communities and audiences we serve. Benefits of the role include:

- Pension scheme of up to 6% basic salary
- Staff Membership and Discount
- Charity workers discounts i.e. gym memberships, shopping discount codes, insurance discounts
- Holiday allowance up to 28 days relating to length of service.
- Flexible working whenever possible
- Access to a wellbeing portal, App and Employee assistance programme (EAP)
- Free parking
- Eyecare Vouchers
- Life Assurance
- Signed up to More than a Moment Pledge
- Training and Development opportunities

### **How to apply**

Please complete the application form along with your CV and a covering letter expressing why you are suitable for the role, referencing the job description and person specification to us via:

[https://recruitment.evaluation.com/public/recruitment\\_post?id=bWV2QWh2dDhqUTErWTliYTBjMzc3dz09&org\\_id=T0VZYUyNDhaak41cnM4UjYxa3prdz09](https://recruitment.evaluation.com/public/recruitment_post?id=bWV2QWh2dDhqUTErWTliYTBjMzc3dz09&org_id=T0VZYUyNDhaak41cnM4UjYxa3prdz09)

We kindly ask that previous applicants do not reapply, as their applications have already been carefully considered.

If you have any questions about the role, hours, or need any additional support with your application, please contact [comptonverneyhr@comptonverney.or.uk](mailto:comptonverneyhr@comptonverney.or.uk) and we would be happy to answer any questions.

### Our Mission, Vision, Purpose and Values

#### Mission

We connect people with art, nature and creativity.

#### Vision

Compton Verney is the leading visual arts destination in the heart of the country. We trigger positive change for artists, audiences and communities by encouraging play, inspiring debate and bringing people and ideas together.

#### Purpose

Compton Verney is an extraordinary, eclectic, creative experience. A place for the curious that inspires, delights, challenges and rejuvenates.

#### Values

We are **COLLABORATIVE** working with artists, audiences and communities, exploring the historic and the contemporary, the indoor and outdoor.

We harness opportunities to be environmentally responsible and **SUSTAINABLE**.

We are **BOLD**, purposeful and confident and think, make and learn

We are **INCLUSIVE**, creating a warm, welcoming and respectful culture

We are **FUN** and want everyone to have a great experience of Compton Verney.

Compton Verney is working hard to create an inclusive culture, where everyone feels they belong and a warm, welcoming and respectful culture for staff, volunteers and visitors so it's important that our people reflect and represent the diversity of the communities and audiences we serve. We welcome and value difference.