

DITCHLING MUSEUM OF ART+CRAFT

Learning Assistant Volunteer

Purpose of role:

To assist the Learning & Outreach Manager with the learning and outreach programme

Main activities:

- Administrative duties including bookings for learning activities
- Act as point of contact for freelance artists
- Ordering of materials for activities
- Handling the marketing of the learning programme, via databases, mail outs, leaflets and posters
- Helping out other departments within the museum if needed.

Provide support during practical workshop sessions

- General tidying and up keep of the learning space at the museum

This role would suit someone who:

- Has a higher education qualification in arts,
- Very organised and IT literate
- Able to work independently and as part of a team
- Enjoys working with people of all ages
- Has a passion for arts and learning

We provide:

- An opportunity to develop understanding of learning within a cultural/museum sector
- The experience of working on a thriving museum learning and outreach programme
- Access to Ditchling Museum of Art + Craft's collection
- The experience of working with the Learning and Outreach Manager and artists within the cultural sector
- A great opportunity to strengthen your CV and to help to develop your career

Commitment: We are looking for someone who can commit to a fixed period dependant on the timescale and needs of the project: part-time Monday to Friday and occasional weekends.

Named Contact: Joleene New, Curatorial and Learning Assistant,
joleene@ditchlingmuseumartcraft.org.uk.

Location: Ditchling Museum of Art + Craft, Lodge Hill Lane, Ditchling, BN6 8SP