

DITCHLING MUSEUM OF ART+CRAFT

Museum Club Facilitator

Part-time Tuesday 3pm-4:30pm term-time only

Fee of £80 per session

Please note the times above are the session times and do not include planning, set up and clean up which the fee is designed to cover.

JOB DESCRIPTION

Job Purpose

To plan and deliver an exciting and varied Art and Craft club inspired by the museum's collection and exhibitions to local children from Ditchling St Margaret's CE School. The group is aimed at Key Stage 2.

Key Tasks and Responsibilities

1. To set up the room, materials and resources for the session
2. To collect school children from Ditchling St Margaret's School and bring them safely to the museum for the club and to help ensure children go home safely with their parent/ guardian after the club
2. To take a weekly register of the children in attendance for fire safety purposes
3. To clear up after sessions and arrange storage of work created liaising with Learning and Public Programmes Manager
4. To plan and deliver varied and organised art sessions inspired by our collections and exhibitions and museums more generally
5. To keep up-to-date and informed around the museum programme, changing exhibitions and collection to inform the content of the club
6. To liaise with the Learning and Public Programmes Manager to order any materials needed in good time and notify when stocks of shared materials are running low
7. To work within a small budget in collaboration with the Learning and Public Programmes Manager

PERSON SPECIFICATION

Essential

- Previous experience of facilitating art sessions in Schools, Museums or community settings with Key Stage 2 and/ or Key Stage 3
- A basic working knowledge of the National Curriculum or desire to learn this
- Practical experience across a wide variety of Arts and Crafts
- An understanding of SEND and accessibility and how to adapt teaching to be inclusive
- Experience of behaviour management
- Knowledge of child protection issues
- An understanding of differentiating tasks for different ages and abilities
- Knowledge and interest in 20th Century art and applied art and interest in the artists and craftspeople of Ditchling
- Excellent communication skills
- Good time management
- Creative, innovative and imaginative approach to learning

Additional Information:

Reporting to: Learning and Public Programmes Manager

- Applicants must have an Enhanced DBS check for working with children or be willing to undertake one
- Applicants must be registered self-employed

How To Apply

Send a CV and cover letter of a maximum of 2 pages saying which role you are applying for and why you are the right person for the role looking closely at the person specification, attaching a completed Equal Opportunities Monitoring form. Alternatively, you may submit a video application via WeTransfer.

Please save documents/videos using your name and job role as the title and email to learning@ditchlingmuseumartcraft.org.uk

If you require this information in another format or have any questions please email the address above or give us a call on 01273 844744

Application deadline: 10am on Wednesday 27 July 2022..

Interview date: Thursday 11th August 2022

You can find information about getting to Ditchling [here](#).

Ditchling Museum of Art + Craft is committed to access, equality and social inclusion. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.