

MK Gallery

April 2015

Dear Enquirer

Learning Coordinator (Early Years) Fixed Term Contract

Thank you for enquiring about the above opportunity. The closing date for receipt of applications is 9am on Monday 11 May 2015, and interviews will be held at MK Gallery on Thursday 21 May.

Enclosed you will find:

- MK Gallery general information
- Job description and person specification
- Outline terms and conditions of employment
- Application form
- Equal opportunities monitoring form

Please note that you must complete the application form. CVs will **NOT** be considered. The short-listing panel will only be provided with your application form, which will be judged against the person specification, which is the list of requirements for this post. You should ensure your application addresses each point of the person specification, giving details of the relevant skills and experience you have in each of these areas.

The electronic version of the application form can be completed by 'tabbing' between the fields or by selecting individual fields by clicking on them with your mouse.

Due to the high volume of applications we receive, we are unable to make individual responses to applications. If you have not heard from us by three weeks after the closing date you should assume you have not been shortlisted.

We look forward to receiving your completed application form and thank you for your interest in the vacancy.

With best wishes

Niki Braithwaite
Head of Operations

MK Gallery

General information for applicants

Introduction

The gallery opened in October 1999 and has a challenging and sometimes uncompromising programme of international contemporary art, with around 300m² of exhibition space, a Video Space, a Reading Space, a Project Space and a combined Information Desk and Shop in its foyer. We are situated just 30 minutes by train from central London. Nearby MK Theatre is one of the most successful presenting theatres outside London, run by Ambassadors Theatre Group. MK Gallery has had over 350,000 visitors since it launched, and is regarded as one of the UK's major contemporary art venues. For more details, visit www.mkgallery.org.

Capital Project

MK Gallery has embarked on a £10 million capital project to extend the gallery building, enabling it to build audiences, develop sustainable revenue streams, and to respond to cultural need in the city and region – Milton Keynes is among the fastest growing urban areas in the country.

Our mission: *MK Gallery provides access to high quality, innovative and thought-provoking contemporary art from around the world. In its programme it stimulates participation and debate, building relationships between artists and audiences.*

2014 - 2018

Our Forward Plan sets out how we will build on the developments of this first decade with renewed energy, as the gallery matures into a thriving, established, world class arts venue. It is our response to the city's growth, which is set to double by 2040: producing an internationally recognised programme of contemporary visual arts, complemented by a growing engagement and outreach programme and a dynamic, multi-disciplinary events programme that showcases new and emerging talent, art house films and artists' professional development. The work we will do over the next three years includes research, consultation, testing, modelling, innovation and risk-taking, carefully using our resources, knowledge and skills to build a firm foundation for a vibrant, sustainable programme.

Our 2014 - 2018 priorities

Programmes: Maintain and enhance MK Gallery's reputation as a centre presenting interesting, exciting, diverse, innovative and accessible contemporary art and develop its exhibitions programme to encompass modern and historic visual arts. Continue to develop the range of its programming to complement the main exhibitions programme and provide an on-going programme during the forthcoming construction period.

Audiences: Ensure that more people benefit from the experience of engaging with MK Gallery: sustain a significant increase in visits to the Gallery following the completion of our capital project, and raise awareness locally of our activities and facilities

Financial sustainability and organisational development: Ensure MK Gallery's financial sustainability, through the management of a capital investment, a long-term funding relationship with MK Council and by increasing income from other sources, so that there is a better balance between grant income and other types of raised and earned income. Manage organisational change in an expanding building by developing an efficient and effective staffing and management model.

Improving and expanding our facilities: Support our programme, audiences and sustainability priorities through the delivery of our capital programme of physical redevelopment and improvement of the Gallery. The improved and expanded Gallery will re-open in 2017/18.

Partnerships: Maintain and develop partnerships with key stakeholders, such as Arts Council England, MK Council, MK Theatre, and the MK International Festival, alongside other local and international peers and partners. **Programmes:** Maintain and enhance MK Gallery's reputation as a centre presenting interesting, exciting, innovative and accessible contemporary arts, and to expand the range of its programming to complement the main exhibitions programme

Anthony Spira
Director

Milton Keynes Gallery

Job Description

Post: Learning Coordinator (Childhood Development)
Fixed Term 18 month Contract

Hours: 0.6 (22.5 hours per week)

Accountable to: Head of Learning

Salary: £20,800 pro rata

Summary

The Learning Co-ordinator (CD) is responsible for devising and managing the delivery of MK Gallery's Learning Programme with a focus on childhood development. The Learning Co-ordinator, with delivery support from a range of freelance contacts as required, develops interpretative information, events, activities and projects in an informal and formal context that enable children aged 6-11 years and their parents, carers, families and schools to engage with the Gallery's artistic programme and with the visual arts more generally. The Learning Coordinator will be responsible for the following general duties and responsibilities:

Programme

- 1.1 To oversee the Gallery's Childhood Development Programme with responsibility for the planning, delivery, liaison, communication and evaluation of a number of key programme areas working within formal and informal contexts including visits, talks and tours, projects, Project Space exhibitions, informal and formal workshops, exhibition resources and access initiatives
- 1.2 To liaise and develop programmes for organisations in the education sector including Family Centres, Children's Services, Primary Schools and Pupil Referral Units.
- 1.3 To work closely with the formal education sector and maintain a good working knowledge of the requirements of the National Curriculum more generally and with a particular focus on Key Stages 1 and 2.
- 1.4 To support young people to achieve their Arts Award by co-ordinating and facilitating appropriate activities in relation to MK Gallery's role as a Supporter organisation
- 1.5 To support schools in achieving their Artsmark via the Schools Programme by co-ordinating appropriate activities and maintaining ongoing school relations.
- 1.6 To keep up to date with best practice within gallery education nationally
- 1.7 To manage the activities of contractors and freelance staff (speakers, artists, etc) in the provision of gallery visits, activities, events and projects.
- 1.8 To write copy and interpretative literature for the marketing of the CD programme, such as newsletters, flyers, information sheets etc. as appropriate, liaising closely with the Head of Learning and Communications Director on the production and distribution of all learning programme promotional material.
- 1.9 To document the CD programme for communication and evaluation purposes and supply information to be included in quarterly, monthly, and weekly e-communications, in liaison with the Communications Director.
- 1.10 To manage agreed project budgets in liaison with the Head of Learning.
- 1.11 To carry out the responsibilities of the post with due regard at all times to the policies and procedures on health and safety, security, child protection, equality & diversity.

1.12 To take responsibility for ensuring that the programme and facilities for young people meet the Children's Act requirements and all current legislation.

2. Partnerships / Networks

- 2.1 To develop opportunities to partner with external agencies and participate in national schemes and events that support and enrich the CD Programme e.g. Engage Children's Art Week, The Big Draw, Artwork and Enyan.
- 2.2 To work with groups and organisations in both the formal and informal education sector including family centres, primary schools, home education groups, family networks and access groups
- 2.3 To support the Head of Learning in relation to the development of the MK Creative Learning Network and partnership events with a focus on Keystages 1 and 2.
- 2.4 To work with appropriate networks such as the Teaching Subject Networks supporting Keystage 1 and 2 teachers and professionals
- 2.5 To represent the Gallery at meetings, conferences and other events as agreed with the Head of Learning and Gallery Director.

3. Administration

- 3.1 To work within the learning budget and support the Head of Learning in monitoring income and expenditure with regards to related areas of the programme.
- 3.2 To proactively identify funding income streams and support the development of applications for the CD programme, preparing application material in liaison with the Head of Learning and Director.
- 3.3 To monitor and evaluate the Gallery's CD programme and activities in order to provide the Head of Learning, Director and Head of Operations with data for the purpose of reporting and performance monitoring.
- 3.4 To ensure that adequate risk assessments are conducted for the full CD programme and that the resultant recommendations are implemented.
- 3.5 To ensure that health & safety and equal opportunities policies and procedures are adhered to including the Gallery's Child Protection Policy, H&S and Access policies.

4. General

- 4.1 To work together with all employees as a closely formed team.
- 4.2 To provide relief cover on the Information Desk when required.
- 4.3 To undertake any other duties as may be reasonably required by the Director.
- 4.4 To carry out his/her responsibilities with due regard to the MK Gallery security, Health and Safety, Child Protection and Equal Opportunities Policies and Procedures at all times.
- 4.5 To provide his/her own clerical support.

Level of Working Contact

- All MK Gallery staff
- Education staff in Milton Keynes Council, educational establishments, other partners and agencies.
- Education and outreach staff in arts organisations.
- Teachers, students and pupils
- Children and families
- Practitioners in the arts & professional arts contacts
- Gallery visitors/general public

Milton Keynes Gallery

Person Specification: Learning Coordinator (Childhood Development)

	Essential	Desirable	Evidence
Qualifications	An undergraduate degree in a relevant subject (fine art, history of art, museum studies, gallery education etc)	Teaching qualification or experience, eg, PGCE or B Ed	Application Form / Certificates /Interview
Knowledge	<p>Good working knowledge of contemporary art, art history and visual culture</p> <p>Good knowledge of intellectual access issues and best practice in promoting access to the arts</p> <p>Understanding of the structures, priorities and key issues for the formal and informal learning sectors</p>	<p>Awareness of the legal issues around working with children and young people</p> <p>Good knowledge of funding sources for education activity in public and private sectors</p> <p>Understanding of wider educational structures, policies and funding opportunities with a particular focus on childhood development</p>	Application form / Interview
Skills	<p>Excellent interpersonal skills with the ability to communicate clearly at all levels in writing and verbally</p> <p>Ability to oversee and motivate a team of freelancers</p> <p>Excellent time management skills including the ability to plan and prioritise work</p> <p>Excellent IT skills including MS Office and databases</p>	<p>Ability to make creative connections between historical and contemporary art through innovative programming</p> <p>Ability to contribute to strategic programme developments</p> <p>Financial management, including the ability to plan and monitor budgets using spread sheets</p>	Application form / Interview
Experience	<p>Previous experience of programming or delivering educational activities and projects</p> <p>Experience of overseeing the work of staff, freelancers, contractors or volunteers</p> <p>Experience of managing programme related administration, overseeing multiple projects simultaneously and working to deadlines</p>	<p>Experience of initiating and developing successful and sustainable partnerships and collaborations</p> <p>Experience of working with contemporary artists on educational activities</p> <p>Previous experience of organising/delivering education activities in a public art gallery context including providing activities for a wide range of groups including schools and families</p> <p>Experience of fundraising for education projects</p>	Application form / Interview
Equal Opportunities	Understanding and commitment to equal opportunities, cultural diversity and access for all	<p>Previous experience of programming for a wide range of audience groups</p> <p>Supporting audiences to overcome various barriers which may prevent their engagement with the arts</p>	Application form / Interview

MK Gallery

Outline Terms and Conditions of Employment

Summary

This summary contains the general conditions of employment. On offer of employment fully detailed conditions of employment will be issued.

Post	Learning Coordinator (Childhood Development)
Name of employer	MK Gallery, a registered educational charity
Place of work	MK Gallery 3 Theatre Walk Central Milton Keynes MK9 3PX
Contract	Fixed-term 18 month contract subject to 6 month probationary period
Salary	c. £20,800 per annum pro rata
Pension	Auto enrolment from October 2016
Hours of work	Part-time, 22.5 hours per week Core hours are 09.00 to 17.00 plus occasional evening and weekend working. Overtime is compensated by time off in lieu, agreed in advance.
Holiday entitlement	25 days per annum pro rata
Notice period	4 weeks in writing on either side during probationary period 12 weeks in writing on either side thereafter

MK Gallery Application Form

Applicants are asked to ensure that they complete all sections of the form. Of particular importance is section 8, which is intended to give you an opportunity to demonstrate your suitability for this post. Please complete the form clearly, in black ink, typescript or complete it electronically.

Post applied for	Learning Coordinator (Childhood Development)
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1. Personal details			
Title (Ms, Miss, Mrs, Mr etc.)			
Surname		Forename/s	
Home Address			
	Postcode:		
Home tel.		Work tel.	
Mobile		E-mail	

2. References			
Referee 1			
Name		Post title	
Address			
	Postcode:		
Telephone		Fax no.	
Mobile		E-mail	
Capacity in which known to you			
If you are invited to attend an interview, are you happy for this referee to be contacted by MK Gallery beforehand? (you should ensure your referees are in a position to respond promptly)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Referee 2			
Name		Post title	
Address			
	Postcode:		
Telephone		Fax no.	
Mobile		E-mail	
Capacity in which known to you			
If you are invited to attend an interview, are you happy for this referee to be contacted by MK Gallery beforehand? (you should ensure your referees are in a position to respond promptly)			<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Most recent employment (paid or unpaid)

If part-time, please state number of hours per week worked.

Job title	
Employer	
Address	
	Postcode:
Date of appointment	
Present salary/wage (if applicable)	
Period of notice required	
Reason for leaving or for seeking other employment	
Give a brief outline of your responsibilities and duties	

4. Previous employment (paid or unpaid, excluding present post, most recent listed first)

Employer	Job title	Dates (from/to)	Brief description of main duties	Salary	Reasons for leaving

(Please attach another sheet if required)

5. Education and professional qualifications

Please give details of any relevant qualifications gained (listing the most recent qualifications first). Please note that you will be asked to produce evidence of your passes.

University, College, School, etc.	Subjects and Grades	Date(s)

6. Experience, skills and interests

Use this space to list any additional skills, apprenticeships or training that you have completed that may be relevant to this post (e.g. word processing/ computer/database skills and training, voluntary work placements, etc.)

Date training completed

	Date training completed

7. Membership of professional bodies

Organisation	Grade	By Examination Yes / No	Date
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8. Information in support of application

Your application will be judged against the enclosed person specification, which lists the essential requirements for the post. You should refer to and address each point on the specification, giving details of relevant skills and experience you may have in these areas and what particular qualities and experience you would bring to the post if appointed. Please state any other relevant skills or experience you may have. **(Note: CVs will *not* be accepted).**

8. Information in support of application

(Please do not enclose any further pages)

9. General
How did you hear about this post? (Please be specific, e.g. advertisement in a particular newspaper, a particular website, via word of mouth, in response to a written enquiry, etc.)

10. Health
Indicate below any illnesses or serious operations that you have had during the last three years that we should be aware of.
How many days sickness absence have you had in the last three years?

11. Interview requirements
Is there anything we need to know in order to ensure we can offer you a fair selection interview? (For example, do you require a BSL interpreter or a wheelchair-accessible interview room?)

12. Declaration
I confirm that to the best of my knowledge and belief, the information provided and the statements made in this application are factually correct and I understand that any false information may, in the extent of employment, result in dismissal for withholding relevant details or giving false information.
Signature
Date

Please return your completed application form and equal opportunities monitoring form by 9am on Monday 11 May 2015 to: Niki Braithwaite, MK Gallery, 3 Theatre Walk, Central Milton Keynes, MK9 3PX. Or email to nbraithwaite@mkgallery.org

Please mark your envelope ‘Learning Coordinator (Childhood Development) in the top left-hand corner. Ensure that you apply the correct postage if you are mailing your application form – applications received beyond the deadline due to underpaid postage will not be considered.

MK Gallery Recruitment Monitoring Form

The data on this form is used for statistical purposes to provide MK Gallery with information for its annual statistical returns to Arts Council England and to monitor the performance of its Equal Opportunities Policy. Any reports produced using this information are anonymised. Any information given on the form is treated in the strictest confidence and is not used in any part of the selection process.

Post applied for	Learning Coordinator (Childhood Development)
Date of application	
Your surname	
Your first name	

Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Age

<input type="checkbox"/> Under 21	<input type="checkbox"/> 22-29	<input type="checkbox"/> 30-39	<input type="checkbox"/> 40-49	<input type="checkbox"/> 50-59	<input type="checkbox"/> 60-69	<input type="checkbox"/> Over 70
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Ethnic Origin (please cross the box which most closely relates to you)

<input type="checkbox"/> Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> White British
<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Black British
<input type="checkbox"/> Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Irish
Black other (please specify)		
White other (please specify)		
Other ethnic background (please specify)		

Dependents

Do you have any dependants (children, elderly relatives)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Disability

Do you consider yourself to have a disability?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you registered disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>

*A disability is defined by the Disability Discrimination Act 1995 as a "physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities." Disabilities can be hidden and include long-term conditions which can be controlled through medication, for example epilepsy, asthma, heart conditions, diabetes.

Where you have an impairment or condition please use the space below to describe any accessibility requirements (e.g. physical access, hearing and/ or sight requirements) you would wish us to accommodate should you be invited to attend interview.

