

Creative Learning Assistant

Job Description

Hours: 25 hours a week (Some evening and weekend work included)
Contract: 6-month placement
Start Date: 13 December 2021
Pay: £10.85 per/hour, London Living Wage
Location: Studio Voltaire, 1a Nelsons Row, London, SW4 7RJ

Application Criteria

Studio Voltaire is currently recruiting for a 6-month Creative Learning Assistant placement through the government's Kickstart scheme. Suitable candidates must be aged 18-24, currently claiming Universal Credit and are required to apply through local Job Centres following a referral from their Work Coach. Anyone interested should speak to their Work Coach as soon as possible.

Benefits

28 days (pro rata) of annual leave, plus UK public holidays (pro rata)
Training opportunities
Discounts at House of Voltaire

About Studio Voltaire

Studio Voltaire is one of the UK's leading not-for-profit contemporary arts organisations. Placing great emphasis on risk-taking and experimentation, their pioneering programmes of exhibitions, collaborative projects, artist development, live events and offsite commissions have gained an international reputation.

Studio Voltaire's participation, learning and offsite programmes provide a site for communities and artists to meet, research, collaborate, learn and create new work. Our range of diverse and ambitious projects and ongoing relationships contribute to the cultural life of the city, and to the local life of Clapham. The programme often responds to socio-political issues, whilst questioning established norms, histories and ways of thinking and living. We aim to:

- Support access to, and participation in, contemporary art practice
- Support artists to explore process-driven, collaborative and new ways of working
- Foster critical engagement, self-reflection and lifelong learning
- Become a useful space; actively sharing resources, knowledge and expertise
- Cultivate long-term collaborations and partnerships with organisations and individuals
- Recognise that social relations are not equal and challenge assumptions about who art is for
- Contribute to the life of the city by exploring the role of culture in a wider context
- Studio Voltaire is a registered charity and part of Arts Council England's National Portfolio

studiovoltaire.org

About the role

The Creative Learning Assistant will support the Curator and Assistant Curator of Participation and take a key role in the delivery of a new Learning programme for the arts organisation.

The Creative Learning Assistant will work with local stakeholders including schools, community groups, universities and colleges to support the delivery of workshops, tours and events as part of Studio Voltaire's Opening programmes at their newly refurbished site in Clapham.

This role involves engaging with and supporting our direct neighbourhood and local audiences, as well as supporting the work of contemporary artists.

This role is an exciting opportunity to develop this area of Studio Voltaire's programme which has the significant potential to grow, as we expand our civic role in response to our current building project.

The Studio Voltaire Capital Project will create our first-ever participation and events space with its own garden, allowing us to expand our innovative participatory and learning programmes in a dedicated and light-filled space, as well as creating a more porous and engaging building for our local and international audiences.

Main duties and responsibilities

Workshop and Event Facilitation

- Support the Curator (Participation) & Assistant Curator (Participation) across participation programmes including Radical Histories and the Learning Programme working with schools, universities, colleges and groups
- Support the Programme Team with research and delivery of programme related tours of Studio Voltaire, with a particular focus on engaging groups and people underrepresented in contemporary art
- Support the delivery of artist-led school workshops and public tours, as well as monthly Voltaire Social Club creative sessions for intergenerational audiences onsite at Studio Voltaire or online
- Support the Assistant Curator to research and purchase/hire all artists materials relating to workshops and events
- Assist the team and contributing artists in workshop and events set-up and facilitation.

Administration & Marketing

- Provide administrative support to ensure smooth day-to-day running of the Participation programme.
- Support the Assistant Curator to maintain our storage, including workshop art materials.
- Support on facilitation of Studio Voltaire's new Community Notice Board and monthly printed updates, acting as first point of contact for enquiries.

- Support local marketing campaigns for projects and events, including research and marketing materials
- Ensuring that organisation's policies and procedures are adhered to, particularly Safeguarding Policy for Young People and Vulnerable Adults and Health & Safety

Evaluation

- Help carry out feedback surveys with our participants and audiences and record their responses.
- Support the Assistant Curator to digitally archive project documentation.

Research

- Support the recruitment of participants for workshops, projects and events relating to the Participation Programme
- Contribute to general project research, including artists, local organisations, schools, venues and groups

Person Specification

We are keen to ensure that our team is diverse to draw from a wide range of backgrounds, perspectives and styles of thinking and working. We strongly welcome applications from people who are currently underrepresented in contemporary art, including people with African, Asian, Middle Eastern, Latin American and Caribbean-heritage, people who have faced socio-economic barriers, those who identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex, and those with disabilities.

Essential skills and experience

- A creative thinker with a practical, hands-on and collaborative approach to art making and learning
- A passion for, or desire to, work in the arts / creative industries
- Interest in Studio Voltaire, gallery education and audiences and a willingness to get involved and learn
- Excellent verbal and written communication skills
- Good organisational skills, presentation of work and attention to detail
- A commitment to care and quality when working with people of all ages, needs and experience

- Excellent IT skills, particularly in Google Docs, MS Packages and databases
- Ability to work flexibly and cooperatively as part of a team and across the organisation
- A willingness to work flexible hours, including evenings and weekends, as appropriate
- Experience of working with a range of people and maintaining good relationships
- Adult aged 18+

Desirable

- Based in or knowledge of South London
- Experience with Adobe Software, e.g., InDesign and Photoshop

Equal Opportunities

Studio Voltaire will not discriminate against eligible applications on the grounds of gender, marital status, race, nationality, ethnicity, national origin, religion, disability or age.