

# DRAWING ROOM

Drawing Room, New Tannery Way, London, SE1 5WS  
[www.drawingroom.org.uk](http://www.drawingroom.org.uk) / 020 4547 6200

## LEARNING PROGRAMME MANAGER (MATERNITY COVER)



<b>Employer:</b>	Drawing Room Tannery Arts
<b>Hours:</b>	Part Time, 3 days per week (21 hours per week)  General office hours are Monday to Friday 10.00 – 18.00, however some flexibility is required, including 1 <sup>st</sup> Sunday of every Month for Family Studio events plus occasional evenings is required to fulfil the requirements of the role. Time Off in Lieu is offered for additional hours worked.
<b>Salary:</b>	£30,000 pro rata (£18,000 for 3 days per week)
<b>Reports to:</b>	Mary Doyle, Drawing Room Co-Director
<b>Terms of contract:</b>	Part time, temporary fixed term (1 year)  We will also consider applications for flexible working such as a job share, flexibility around office hours or hybrid working. Please indicate on your application if you would like to us to consider alternative flexible working arrangements.

<b>Start date:</b>	14 <sup>th</sup> January (negotiable)
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### **Additional staff benefits**

Enhanced annual leave, sick pay and parental policies  
 Employee Assistance Programme  
 Invitation to all Drawing Room events  
 Option for hybrid working, depending on the requirements of the role

## **RECRUITMENT DETAILS**

This document outlines the skills and experience needed for the role of Learning Programme Manager and information on how to apply.

### **Optional online information session on 28th December, 2pm.**

Contact [betsy@drawingroom.org.uk](mailto:betsy@drawingroom.org.uk) if you'd like to attend.

### **Application Deadline: Monday 9<sup>th</sup> December 2024, midnight**

### **Interviews: Tuesday 17<sup>th</sup> December 2024**

In person, however alternative arrangements can be made.

## **ABOUT DRAWING ROOM**

Drawing Room is an Arts Council England National Portfolio Organisation and comprises a gallery, library, shop, community studio and online resource that is dedicated to opening up the world of contemporary drawing to everyone.

We explore the unlimited potential of drawing to help us understand ourselves, each other, and our world. Located in Bermondsey, Drawing Room hosts a rolling programme of free exhibitions with international following and valuable local reach. We have a free open access research library which holds one of the largest collections of titles on contemporary drawing in the world, as well as a dedicated Community Studio for participatory projects, talks and events.

The Learning programme plays a key role in making our new site, which opened in 2023, meaningful to our local community by welcoming people of various ages and backgrounds to participate in drawing, discussion and expansive forms of creative activity.

Drawing Room is part of Tannery Arts Ltd, an independent non-profit organisation comprising a studio provider, Tannery Arts, and a public gallery, Drawing Room

## ABOUT THE ROLE

We are seeking 1 year maternity cover to lead on the delivery of our dynamic Learning Programme. The Learning Programme seeks to enact broad and experimental forms of drawing for artistic, educational, social and emotional development.

The Learning Programme Manager will join our small and dedicated team to oversee a schedule of workshops and carefully devised projects which connect artists with local community groups to explore drawing as a tool for perception, questioning, mental well-being, self-expression, activism, joy, collaboration and social connection.

We invite applications from people who are passionate about contemporary drawing practice and its broad and valuable applications, within educational settings and community contexts.

We are looking for an insightful and proactive person for this multifaceted role. Candidates must be confident with the range of responsibilities which span working face-to-face with a range of public groups – including those who face personal and social barriers; selecting and supporting artists; maintaining relationships with partnering organisations; as well as managing the operational logistics of projects from start to finish. Exceptional organisational skills, a person-centred approach and commitment to inclusivity is crucial.

This position is funded by the Bridget Riley Art Foundation.

## JOB DESCRIPTION

### 1. Manage & deliver the Learning Programme across these strands of work

- ROCK PAPER SCISSORS afterschool club (more info [here](#))
- ROCK PAPER SCISSORS Family Studio (more info [here](#))
- Drawing Acts (more info [here](#))
- Additional activity for community engagement

- Commission suitable lead-artists; supporting and expanding the ambition of their projects.
- Prepare artist project briefs and contracts.

- Maintain professional partnerships with schools and community organisations for successful project delivery, mutual learning and expertise sharing.
- Manage Workshop Assistants to support programme delivery.
- Manage project operations to include scheduling, session plans, room booking, risk assessments, etc.
- Coordinate the resourcing of projects to include staffing, materials ordering, refreshments and transport.
- Promote the projects through relevant channels.
- Support the relationships between public groups, artists and Workshop Assistants.
- Facilitate reflective debriefs with team and partnerships.
- Gather feedback to feed into project evaluations.
- Oversee quality documentation of projects for promotional, reporting and archiving purposes.
- Undertake relevant research to enrich the delivery of the programme .
- Additional activity for community engagement - develop methods to allow the public to actively participate through open access opportunities, 'drop-in and draw,' interactive installations, gallery activities etc.
- Greeting groups and facilitation.

## **2. Support Drawing Room's wider community engagement activity**

- On occasion, host one-off visits with interested schools, colleges or public groups.
- Work closely alongside the Neighbourhood Connectors, whose remit is to build relationships with our immediate community for local audience development.
- Support the Gallery Manager for smooth delivery of adult workshops - Drawing Club.
- Work alongside the Librarian to consider the role of the Library within participatory projects.
- Contribute to ideas and processes to make the building welcoming and accessible to a wide demographic.

## **3. Budget management, evaluation and fundraising**

- Manage spending of the Learning budget to include tracking expenditure, processing invoices, submitting receipts and maintaining budget files for the finance team.
- Maintain evaluation processes for the purpose of reflection, learning and funding reports, contributing to funding and board reports where necessary.
- On occasion, support Co-Directors with relevant funding applications.

## **4. Internal Procedures**

- Maintain the Community Studio facilities.
- Maintain contact lists and audience data.
- Keep the website up to date to represent the Learning Programme.
- Support the Communications Manager with promoting the Learning Programme and publicity channels for local audiences.
- Fulfil the role of Safeguarding Lead (training available) ensuring DBS certificates are processed for all necessary individuals and procedures are followed.
- Complete risk assessments for projects, workshops and events and follow health and safety procedures accordingly.
- Contribute to Drawing Room / Tannery Arts monthly team-wide Diversity and Inclusion sessions which reflect on working practice, programme and audience relations.

**This is not an exhaustive list of duties and other responsibilities may be allocated within reasonable remit of the role. As part of a small team, all staff are expected to be ready and willing to assist with other aspects of Drawing Room's work.**

## **PERSON SPECIFICATION**

### **Skills**

- People-management skills, in order to lead a small team including freelance artists, Workshop Assistants and collaborate with partners.

- Excellent written and oral skills with the ability to communicate to a wide range of

People

- Ability to deal with challenging behavioural situations, eg. boundary setting with children.
- An understanding of safeguarding procedures and health and safety
- Practical knowledge around art practice and material processes
- Excellent organisational and time management skills, with attention to detail
- Numeracy skills and competency working with Excel spreadsheets
- Ability to keep on top of internal administrative systems and devise efficient workflow processes
- Knowledge of issues around equality, diversity and inclusion with a commitment to them.

### **Qualities**

- A positive and collaborative approach to working within a small yet dedicated team
- Ability to relate to various ages and demographics with a welcoming attitude.
- Ability to work independently, taking initiative on day-to-day duties, ensuring best practices are put in place.
- Good creative problem-solving skills and a flexible, proactive approach to work
- Ability to work efficiently and to tight deadlines.
- Punctual and reliable

### **Desirable**

- Understanding of the funding landscape within the community art sector.
- Skills in Adobe Photoshop, InDesign, MailChimp and website maintenance.
- Public speaking/addressing a group.

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## **TO APPLY:**

Complete the online application form here: <https://www.surveymonkey.com/r/GKPFW7> which includes the following written questions:

1. Why are you interested in becoming Learning Programme Manager with Drawing Room? (150 words)
2. Please tell us about your relevant experience and why you are suitable for the role? (150 words)
3. Please tell us your understanding of South East London and the Bermondsey neighbourhood. (150 words)
4. Please tell us what impact the Learning Programme can have at Drawing Room. (150 words)

We advise drafting your answers offline (being aware of word guidance), then copying the text into the form. \*Alternatively, we accept voice/video recorded responses to the questions. Max 12 minutes.

The online form will also ask you to:

- Attach a CV of no more than 2 sides of A4
- Attach a completed Equality and Diversity Monitoring Form
- Submit contact details of 2 referees. (Please note references will be requested on 17<sup>th</sup> December and we hope for a 1 day response rate in order to confirm selection before office holiday closure date, so please check if this is possible with your referees in advance).

For more information, please contact [betsy@drawingroom.org.uk](mailto:betsy@drawingroom.org.uk) / 020 4547 6200

## **EQUAL OPPORTUNITIES**

We are an equal opportunities employer and encourage applications that represent the diversity of our society. We are particularly interested to hear from those currently underrepresented in our workforce, including those from Global Majority backgrounds LGBTQ+, those who identify as D/deaf or having a disability, those from lower socio-economic backgrounds as well as those who haven't followed a 'traditional' career or training pathway. Diversity is vital to a dynamic, effective team and we wish to strengthen our work by bringing in people with new and/or different skills, experiences, perspectives and ideas.

Positive action may be used in the recruitment process to select a candidate from a group that is disadvantaged or under-represented in our workforce, if two candidates in question are of equal merit.

We are keen to make our roles accessible to everyone, therefore we are open to discussing additional adjustments to the application and interview process if needed. Please email [betsy@drawingroom.org.uk](mailto:betsy@drawingroom.org.uk) if any part of the process is a barrier to your application. We can also provide limited travel expenses for anyone who may find the cost of travel prohibitive for attending an interview.

**Thank you for your consideration in working with us and for the time invested in making an application.**

