

Hello!

Thank you for your interest in the position of Learning Programme Manager at **Aspex**.

We are looking for someone with lots of energy and enthusiasm to join our small team and reach out to our local community, encouraging diverse people of all ages to be creative, to make and enjoy contemporary visual art.

At Aspex we have the resources – an accessible and well equipped learning space, artists studio and mobile art studio – to connect our artists and our audiences. Having recommenced face-to-face work with participants in 2021 (an outline of our current learning programme is attached) we are looking forward to further developing this work, particularly outside of our building within the community.

The team, board members and I are passionate about offering new opportunities to people who might not otherwise think about working in the arts. We also understand that for people wanting to pursue a career in the arts getting a foot in the door can be really difficult. We therefore welcome applications from people who have wider education or community work experience but have not yet worked in an arts organisation. This job is at management level and we will support you to grow your skills and experience of working with artists and our local community further – Aspex is a creative team of staff, trustees and volunteers and we value everybody's ideas and ambitions.

For further information please read the full details in the attached job description and person specification.

If you have any questions about how to make your application please get in touch by emailing me at jobs@aspex.org.uk or request a call back by calling the gallery during opening hours on 023 9277 8080.

We look forward to hearing from you!

Joanne Bushnell
Director, Aspex



Learning Programme Manager

Job Description & Person Specification

Aspex is looking for a highly motivated and dynamic individual with a passion for contemporary visual art and a 'can do' attitude to join its committed team. The Learning Programme Manager will be joining Aspex as we build on our 40-year track record of providing creative learning experiences, while developing engaging new programmes with our local communities.

Job Description

Learning Programme Manager

Salary: £25,500

Hours: Full time (35 hours per week)

Responsible to: The Director

Line Management: Freelance artists and volunteers, and when funds allow, Apprentices and Project Co-ordinators

Job summary: Responsible for the development and management of all aspects of the learning programme within the gallery, offsite and online. Working closely with the Director and programming team, to fundraise, programme, deliver projects and contribute fully to ongoing audience development and community engagement.

You will be responsible for:

PROJECT MANAGEMENT

- Organisation and administration of all aspects of the learning programme, including preparation of contracts, liaison with artists, partner organisations and other agencies.
- Management of all aspects of project delivery, supported by freelance artists, volunteers, Apprentices and Project Co-ordinators.
- Devise and implement mechanisms to measure the impact of projects and commission and/or undertake evaluations and report to funders.
- To ensure that all activities organised take place within the parameters of the Children's Act and other relevant legislation (ie. freelance artists complete DBS checks etc.)

PROGRAMMING

- To be an active member of the programming team, initiating and developing projects and links with potential and current project partners and local communities.

PROMOTION & PROFILE

- Preparation of press releases and publicity (with the Marketing & Communications Manager), interpretative, educational materials and other resources in relation to projects, including digital materials. This may include commissioning and liaising with designers, printers and photographers or where appropriate organising in-house production of materials.
- Organising the documentation and archiving of materials for all projects.
- Promoting and maintaining productive relations with external organisations, ie. funding bodies, professional organisations in the arts and education sectors.
- Representing Aspex through attendance at events, giving talks/tours/workshops, and externally through attendance at meetings, seminars and conferences as required.

FUNDRAISING

- Researching and identifying appropriate sources of funding and making applications in support of the programme.

BUDGET MANAGEMENT

- Management of the Participation budget.

LINE MANAGEMENT

- To recruit, support and, when required, train freelance artists, volunteers and other staff to work on projects.

GENERAL

- To be part of the rota of Duty Managers during daytime opening and special events including evenings and weekends.
- Undertaking all other appropriate duties for the effective administration and operation of the gallery as reasonably required by the Director.

The Learning Programme Manager will at all times carry out their duties with due regard to **Aspex Visual Arts Trust's** Health and Safety and Equality, Diversity & Inclusion and other relevant policies.

Person Specification

All criteria are essential unless specified by (D) in which case they are desirable.

Experience:

- Significant experience of working within a gallery education or other educational environment
- Leading workshops and or talks/presentations
- Working with children
- Working with adults (ie. colleges, community groups etc.)
- Managing budgets and of preparing monthly budget monitoring reports
- Fundraising
- Working with artists (D)
- Knowledge and experience of Arts Award and Artsmark (D)
- Managing people (D)
- Negotiating contracts (D)
- Social or community enterprise (D)

Knowledge & Skills:

- Relevant degree and/or suitable relevant experience
- Good knowledge and enthusiasm for contemporary visual art
- Good knowledge of art and design techniques
- Ability to contribute creatively to the programme
- Strong attention to detail
- Excellent organisation and administrative skills
- Excellent communication skills, both written and verbal
- Work productively and positively within a team
- Ability to be self motivated
- Be able to act on own initiative and prioritise workloads
- Good IT skills
- Excellent literacy and numeracy skills
- Have a proactive and supportive approach with the managing of staff, volunteers and interns
- Be flexible and adaptable with the changing needs of the organisation
- Commitment to equality, diversity and inclusion.

Aspex welcomes applications from all members of the community, irrespective of gender, race, disability and age. We are committed to organisational learning and allow all of our employees to work flexibly, to ensure that personal/caring responsibilities and artistic practices can be maintained. While we are offering this role as a full-time position, we will consider approaches including job share partnerships.

Access/Support

The Learning Programme Manager will be asked to use a Macbook and/or Chromebook, which will be provided for working at Aspex and from home. Current health and safety measures responding to the Covid-19 pandemic include some home working. We anticipate that this may continue in 2022 and encourage staff to claim tax relief for working from home expenses.

Aspex can support the Learning Programme Manager with an [Access to Work](#) application to secure support based on your needs. This may include a grant to help cover the costs of practical support in the workplace or at home, help getting to and from work, support worker services and/or mental health support.

We are very open to a discussion about additional support/resources that might be needed during the application process or once recruited to the job to enable you to do your best work. This will not affect your eligibility for the role or the strength of your application. For an informal conversation about additional support please contact Joanne Bushnell by emailing jobs@aspex.org.uk or by calling the gallery on 02392 778080 to request a call back.

For information and useful resources about access visit:

<https://www.gov.uk/access-to-work>

<https://www.accessdocsforartists.com>

A relocation budget of up to £1000 is available. We can discuss whether this would help you to take up the job during interview.

To apply

We want to make the application process as simple as possible for you.

Using the subject heading 'Learning Programme Manager', please email jobs@aspex.org.uk a pdf of both your CV and cover letter (letter should be max 2 pages) which should outline how your skills and experience match the person specification.

Alternatively, applications may be made by video or audio recordings (max 5 mins) provided as MP4 or other accessible link, and should be emailed with your CV to the same address and using the same subject heading as above.

All applicants must also complete an anonymous Equal Opportunities Monitoring form. This will help Aspex better understand the reach and fairness of our recruitment process.

Please [CLICK HERE](#) to complete the monitoring form.

Closing date for applications is Sunday 30 January 2022.

Interviews will be held on **Tuesday 15 February 2022** with three members of the Aspex staff team (Director, Joanne Bushnell; Curator/Programme Manager, Vickie Fear; and Trustee, Chris Martin).

On **Wednesday 19 January, 3-5pm** we will hold an Open Afternoon at the gallery for anyone interested in finding out more about the Learning Programme Manager role. This will be an informal opportunity to talk to Joanne Bushnell and other team members, to find out more about the post and Aspex.

Aspex Learning Programme | Outline

| Project/ opportunity | Target participants | Partners & funders | Further info/status |
|---|--|--|---|
| Family Saturdays & work offsite | Families | Various (currently fundraising) | Free drop-in weekly workshops at the gallery for families offering a range of creative activities inspired by the exhibition programme - plans to be extended to regular workshops offsite in the community |
| Digital resources | Children & families, young people | Currently ACE <i>Aspex (life begins) at 40 project</i> | Online learning resources relating to exhibition programme |
| Schools | 5-16yrs | Schools/various & current After school club at St. George's Beneficial School | Visits & workshops paid for by schools, Artsmark support, & appearances with Mobile Art Studio for selected schools related to target audiences |
| School holiday workshops | 8-16 | HAF Fun Pompey - Holiday Activities with Food programme | 1-day enrichment activities for children including exercise, creative activity & lunch |
| Young curators | Young people | Project funded until March 2022 | 6 month co-produced programme with young people resulting in 4 artist commissions |
| FE Projects | 16-18 | City of Portsmouth College | Delivery of professional development unit for Art & Design Diploma |
| Student Ambassadors | HE students, recent graduates & local artists | University of Portsmouth & other partners/funders | Annual programme offering an introduction to working in the cultural/educational sector |
| Touch Tours | Blind and partially sighted adults | Hampshire & Isle of Wight Community Fund | Regular Touch Tours for each main exhibition, led by experienced practitioner Jo Bressloff. |
| Adult Workshops | Adults | Earned Income | One-off workshops inspired by and connected to Aspex' exhibition programme, which reveal the process behind the artist's work |
| Generate | People with dementia | Rayne Foundation, Co-operative, donations | Weekly workshops for people with dementia and a carers group |
| Small projects & community events | Various | Various partners incl. PCEP, Portsmouth Creates & Victorious | |

Aspex | Background

Our mission is to support emerging artists and reveal the creative process to audiences.

We have a 40-year track record of supporting artists at key points in their career, offering the exhibition or studio space, curatorial and technical support to make a step change in their practice. We've given an early break to a long list of contemporary visual art's current international stars!

Established in 1981 by artist members of Art Space Portsmouth, Aspex Gallery was based in a converted chapel on Southsea's Brougham Road for 25 years. **Aspex Visual Arts Trust** was formed in 1991, no longer part of the studio group, but continuing to work in close partnership. From the very beginning, artists and support for the development of their practice and critical engagement have been central to the organisation.

We relocated to the Vulcan Building, a former naval storehouse on the waterfront at Gunwharf Quays in 2006. The award-winning conversion of this stunning historic building provides an attractive base from which to work. A further small capital project in 2016/17, significantly improved the building's facilities and enabled the development of a large new learning space and an artist's studio. We actively reach out to new audiences across Portsmouth and the surrounding region, particularly through delivery of projects in the community and the use of our Mobile Art Studio. A lively learning programme focuses on connecting audiences with artists, providing fun and engaging activities and events for all ages, while developing artists and curators of the future.

Aspex Visual Arts Trust is a registered charity (1007620) and a company limited by guarantee (267597), governed by a board of Trustees. A National Portfolio Organisation of Arts Council England, South West, we also receive annual financial support from Portsmouth City Council. We raise money for the programme from trusts and foundations, sponsorship from businesses, and donations from individuals. We also earn money from craft sales, premises hire, education activities and of other services related to the staff teams' expertise, all of which is invested back into the creative programme.

Our mission and vision provide a simple focus that is always used in the development of the artistic programme, and more broadly within our trading activities. All our activities either provide an opportunity to support emerging artists; or seek to reveal the creative process to our audience; but ideally achieve both.

For further information about Aspex please see: www.aspex.org.uk