**Learning Assistant**

**Main purpose:**

To work within Learning department to support an efficient office environment, administer correspondence and assist in delivery of learning programme/ parties.

**Reporting to**

Senior Learning Coordinator

**Accountable to**

Head of Exhibitions and Learning Programmes

**Salary**

£20,000- £23,000 depending on experience

**Jupiter Artland**

Jupiter Artland is an award-winning contemporary sculpture garden located just outside Edinburgh. Founded in 2009, now home to over 30 permanent and unique site-specific sculptures Jupiter Artland has grown into one of Scotland’s most significant arts organisations, with an international reputation for innovation and creativity and a seasonal programme of carefully curated exhibitions and events that showcase and champion a plethora of artists, both emerging and established.

Education and learning have always been at the heart of everything we do. The Learning programme offers various free learning initiatives to schools, universities and community groups as well as a range of educational workshops and courses. These immersive and experiential programmes utilise a considered blend of cross curriculum opportunities with the benefits of being outside in natural woodland. Over the past 7 years we have established a successful approach in creative learning in the outdoors

Jupiter’s ORBIT Youth Council is a group of 16-18-year olds from all over Scotland; Orkney to Glasgow, Mallaig to Cumbernauld. Together with a team from Jupiter Artland, the Youth Council shape an exciting, new programme of art projects for communities across Scotland. Putting young people at the helm of the decision making and amplifying the voice of Scotland’s youth.

**Key responsibilities, tasks, duties**

* Support Learning department’s day to day administration, bookings, plans, enquires and diary management
* Provide research support to Learning team that will contribute to lesson plans, teaching materials, resource bank and educational visits
* Draft copy to use in Learning newsletters, social media and website pages
* Assist with delivery on ArtSparks, Holiday Session or Free learning programme
* Manage booking and delivery of Jupiter Artland’s children’s parties
* Update website with content, contribute to marketing of Learning Programme
* Maintain orders, records and budgets ensuring accuracy

**Records & Finances**

* Maintain excellent records for the learning contact database through in house Customer Relationship Management system.
* Support the effective use of Jupiter Artland’s customer and contact database, adhering to data protection laws and current legislation, and work with team members to ensure its effectiveness
* Process invoices, using accounts procedure to accurately code up and record spend and income
* Order learning resources as required.

**General**

* Contribute to upkeep of Learning Classrooms and Woodland Classrooms, general maintenance and reporting any issues to grounds team as they arise
* Assist in ensuring the estate office is presentable, managing filing and archiving physically and digitally on behalf of the Learning team
* Assist and be present for Jupiter’s four major annual events: Easter Egg Hunt, Jupiter Rising, Halloween Pumpkin Hunt and Christmas Fair unless otherwise agreed with line-manager
* At busy times, assist Front-of-House team in ensuring enquiries by phone, and in-person are responded to in a timely manner
* Attend and participate in staff meetings when requested
* Comply with Jupiter Artland’s policies and procedures as set out in the staff handbook including health and safety, equal opportunities and environmental sustainability
* Undertake any additional tasks that may from time to time be reasonably required

**Place of work:**

Jupiter Artland, Bonnington House Steadings, EH27 8BY

**Hours of work:**

Open Season (April – September): Tuesday to Saturday, 9am to 5.30pm

Closed Season (October – March): Monday to Friday, 9am to 5.30pm