



Job Description **Schools Art Coordinator**

Jupiter Artland Foundation
Closing Date: 18th May 2023

Jupiter Artland is recruiting a **Schools Art Coordinator** to deliver the Free Learning Programme for our new off-site commission Jupiter+ Rachel Maclean on Ayr High Street.

Salary: £24,000 to £26,000 (depending on experience)

Contract: Initial 2 days week with the increase to full time when the Jupiter+ project launches, fixed term, 6-month contract (with possibility to extend to 1 year)

Start date: immediate

Place of work: Ayrshire (plus flexible working locations including some work from home)

Jupiter Artland

Jupiter Artland is an award-winning contemporary sculpture garden located just outside Edinburgh. [Jupiter +](#) is a new off-site commissioning programme, which sees world-class artworks brought to locations and communities across Scotland. The programme is powered by the belief that everyone should have access to the best of international art at their doorstep and our mission is to inspire the next generation of artists in Scotland.

Scottish artist Rachel Maclean is the first artist to be commissioned for this new programme, which will see an artwork appear on Ayr High Street in Autumn/Winter this year. This is the second commission following an outstanding pilot programme on Perth High Street last year. Jupiter+ builds on Jupiter Artland's acclaimed Free Learning Programme and a dedicated Schools Learning Offer will accompany the commission, with an aim to engage secondary school students, teachers, FE colleges and adults curious about contemporary art. [Jupiter+: ORBIT Youth Collective](#), a

group of 16- to 18-year-olds recruited from all over Scotland, will also participate in the Learning Programme.

Key responsibilities, tasks, duties

- Contact schools and book dates for school groups to participate in Free Learning Visits to the artwork
- Update website and promote the Free Learning offers across secondary schools and FE colleges
- Work with the Jupiter Learning Team to devise workshops and activities to enhance the learning experience for groups (S5, S6, Further Education). Work with the Jupiter Team to devise teacher CPD sessions.
- Coordinate visits to the artwork on Ayr High Street and be part of the on-site team delivering tours and activities.
- Liaise with teachers/heads of department on risk assessments for school trips to the artwork.
- Contribute to the creation of print/online learning resources, in liaison with Head of Exhibitions and the artist.
- Contribute to the upkeep of the Learning Classroom on Ayr High Street, ordering art materials, general maintenance, reporting issues as they arise.
- Maintain excellent communications with the Visitor Service Team and our local partners in Perth.
- Actively seek to expand the reach of Free Learning, particularly for groups that do not regularly have access to learning opportunities focused on contemporary art.
- Actively champion accessibility, inclusion, diversity, and sustainability through all activities.
- Part of the team coordinating Jupiter+: Orbit Youth Collective.
- Maintain excellent contact database and information on visits, gathering feedback and contributing to evaluation reports.
- Follow Jupiter Artland's policies and procedures, including organising freelance staff and volunteers.

Person Specification

- Ability to facilitate creative, innovative Learning activities.
- Strong coordination and administration skills – ability to manage a busy schedule.
- Attention to detail, take pride in keeping artwork well maintained for the public to enjoy.
- Occasional working on-site at Jupiter Artland in West Lothian is required, as well as Ayr High Street.
- Full driving license desirable
- Experience of green screen desirable.

Jupiter Artland Foundation values a diverse workforce and welcomes applications from all sections of the community.

The closing date for applications is 10am **Friday 18th May 2022**. Please send cover letter and CV to claire@jupiterartland.org or call Claire Feeley on **01506 889900** for more info.