



Jupiter Artland

Job Description

Job title: Learning Co-ordinator
Reporting to: Senior Learning Coordinator
Accountable to: Head of Exhibitions and Learning Programmes
Deadline: Friday 24th November 2023 (5pm)
Apply: Send a CV and cover letter to Matt Searles by email only:
lee@jupiterartland.org

Summary of Role:

To work within Learning team to support the development and coordination of Jupiter Artland Foundations Learning programmes. To undertake administration, correspondence and assist in delivery of learning.

Salary: £24,000-£27,000

Jupiter Artland

Jupiter Artland is an award-winning contemporary outdoor art gallery located just outside Edinburgh. Founded in 2009 and 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.

Learning has always been at the heart of everything we do. Sparked by the diverse range of contemporary artworks learning at Jupiter Artland is animated by the curiosity, play and innovation found within the creative process. We seek to nurture a learning landscape that gives agency to the learner's voice and shapes a space for our future critical thinkers.

Jupiter Artlands Woodland Artsparks and Holiday Sessions provides an outdoor learning space for those at the beginning of their learning journey with an invitation to explore, create and grow fuelled by the rich context of play. Our FREE Learning Programme is an inclusive offer open to all learning groups with curricular activities that extend critical thinking and practical skills shaped to the learners needs.

Jupiter+ORBIT seeks to amplifying the voice of Scotland's youth through a residential programme of mentor 16-18-year-olds from all over Scotland, putting them at the helm of the decision making and empower them towards success.

Key Responsibilities, Tasks, Duties:

- Support Learning Team in day-to-day administration, bookings, planning, enquires and diary management.
- Contribute to delivery of ArtSparks, Holiday Sessions, Free Learning, JUPITER+ ORBIT and outreach programmes
- Day-to-day running of JUPITER+ORBIT programme

- Provide research support to Learning Team that will contribute to lesson plans, teaching materials, learning resources and visits.
- Draft copies of learning newsletters for social media and website pages
- Delivery of Jupiter Artland's children's parties.
- Update website with content, contribute to marketing and promotion 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 and Woodland Classrooms, general maintenance and reporting any issues to grounds team as they arise
- Ensure learning activities are run safely and in line with Jupiter Artland's policies and procedures.
- 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 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.

Qualification Requirements:

- Degree level qualification in a creative arts subject

Place of Work:

Jupiter Artland, Bonnington House Steadings, EH27 8BY

Contract Type:

Permanent / Full Time role