

Job Description: Learning and Engagement Administrator

Responsible to:	Head of Learning and Engagement
Hours:	20 hours per week
Pay:	£11.44/hour
Start date:	As soon as possible
Terms:	Fixed contract until 30th November 2024
Closing date for applications:	10/5/24
Interviews:	16/5/24

Mostyn. International Art. Welsh roots.

Mostyn is a free to enter, publicly funded gallery in Llandudno.

Our vision is for Mostyn to be a cultural anchor for North Wales; a world-class art centre, with comprehensive, layered and inclusive learning and engagement programmes, that confronts the inequalities that exist in our society, and is rooted in Wales.

We present beautiful and powerful shows of international contemporary art. We are passionate advocates for its relevance and value in addressing our shared humanity and the challenges that face us in contemporary life.

We are an institution that is asking itself questions in terms of our audiences and our ways of functioning. We are ready to experiment and be vulnerable, and to explore how we can tackle the barriers to participation in the arts. We examine how we can contribute towards addressing the climate and nature emergencies. We seek to understand how we can support artists and creatives in Wales to have fulfilling and sustainable careers. We constantly strive to be ambitious in how we can showcase and celebrate Wales using our international platforms.

We are a space for big ideas, open to all, for free. Our learning and engagement programmes are sensitive, proactive and innovative and will open up questions and areas of dialogue with all of our audiences in a variety of accessible formats. We support over 400 artists through our renowned on-site and online shop.

Mostyn receives support from the Arts Council of Wales and is part of Plus TATE, the UK-wide contemporary visual art network. More information can be found at mostyn.org.

The Role

We want to engage, inspire and excite our audiences, through our ambitious exhibition, learning programme and providing a safe, inclusive, accessible and welcoming environment to share contemporary art and open dialogue with everyone.

The Learning and Engagement (L&E) Administrator will work as part of the Learning Team to support the planning, delivery and monitoring of Mostyn's learning and engagement programme.

You will support the L&E Manager and the Mostyn team in promoting access and inclusion across all areas of work, and building Mostyn's relationships with a diverse range of audiences ranging from families, schools (primary and secondary), colleges, communities and protected groups. The aim of this role is to support the Head of L&E in assisting audiences in engaging with our learning resources and participatory activities to encourage active learning and deepen understanding of our contemporary arts programmes and the key social issues they present.

Main duties:

- Assist in the planning and delivery of workshops in the gallery, online, in schools and community settings.
- Encourage audience participation across all strands of our learning programme which include public events, learning resources and workshop activity.
- Monitoring and maintenance of Mostyn's learning spaces, ensuring that areas are cleaned, accessible and resources are fully stocked.
- Assisting in research and compiling contextual information relating to Mostyn's contemporary arts programme to contribute towards the L&E programme and deal with visitor enquiries.
- Booking artists and specialist delivery partners (i.e. BSL interpreters) to support L&E programme.
- Attending meeting and communicating internally with the Mostyn team and with external stakeholders such as teachers and community support officers.
- Monitoring the engagement@mostyn.org email account and respond to and redirect all enquiries.
- Collating partner invoices, keeping L&E Manager updated with progress against budget and passing invoices to Finance Team once approved.
- Undertaking risk assessments and ensure health and safety protocols are being followed and report any incidents back to the Learning team.
- Ensuring a commitment to promote equality and inclusion to all.
- Adhering to Mostyn's safeguarding policy where applicable.
- Supporting the collection of relevant information and sharing with marketing and comms staff to promote learning programmes.
- Supporting the collection of relevant information for project funders, including but not limited to participant feedback, attendance numbers, artist and partner feedback, and any other data requirements of funders and partners, and in line with GDPR regulations.
- Undertaking any relevant training which ensures the effective delivery of this post.

In common with all post holders, the L&E Administrator is expected to:

- Take responsibility for their own and their colleagues' health and safety.
- Ensure the security of the gallery and other spaces in Mostyn.
- Act as an advocate of Mostyn, having a good knowledge of all the gallery offers, and promote its vision and activities.
- Collaborate with all other departments.

- Ensure Mostyn systems, policies and processes are adhered to in the execution of the duties.
- Undertake other reasonable and additional duties to support Mostyn, which could include working in our shop, helping to deliver events, coordinating our room hire bookings, helping with exhibition installation and administrative support across the organisation.

We offer pension enrolment options and holiday pay (28 days pro rata plus Bank Holidays). There are staff discounts in our onsite cafe and shop, as well as training and networking opportunities and a chance to learn from the different departments within our organisation.

Outline person specification

Skills and experience:

- An enthusiasm for contemporary visual arts, crafts and/or community arts, and the benefits, challenges and opportunities they present.
- A sensitivity towards accessibility and the needs of different visitor groups.
- Previous experience at working in creative or public facing context with community groups is desirable, friendly confidence at communicating with other people from different backgrounds, and a positive attitude towards participating in creative events, are just as important.
- Attention to detail, especially when working with budgets.
- Strong communication skills – you should be confident, articulate and friendly, to inspire, support and encourage participants to get involved in workshops and events.
- Excellent time management and reliability.
- Ability to work proactively, independently and as part of a team.
- Good problem solving skills and flexible in your ways of working.
- Ability to use Microsoft Word and Excel confidently.
- Welsh language ability an advantage – please specify your level on your application.
- The successful candidate will be required to undertake a DBS check.

Hours of work:

- 20 hours per week until 30th November 2024, with hours to be mutually agreed with L&E Manager to support L&E events and activities.
- These hours will need to be within our standard office hours of 10.00 – 17.00, Tuesday to Friday, and some weekend working and unsocial hours may be required as part of this role.
- This role will require you to work from Mostyn's office at 12 Vaughan Street, Llandudno.

Starts date:

As soon as possible – please tell us when you'd be available as part of your application.

Equality:

Mostyn encourages applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experience and abilities. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds. We are committed to equality and diversity within our workforce and all opportunities provided by Mostyn. We ask everyone who works with us to champion this ambition and embed it in their day-to-day work, and we monitor it through our Equality Action Plan. Whilst some of our offices have barriers to access, we continue to encourage interest from applicants who require reasonable access adjustments within the workplace.

How to apply:

- Read the job description and the person specification.
- Submit CV and covering letter. Please tell us how you meet the knowledge, skills and experience requirements of the person specification. You are welcome to submit your application in English or Welsh.
- Supply the names, email address, full postal address and telephone number for two people who can give you a reference. At least one of these should be your current or most recent employer. We will only contact these people if you are offered the role.
- If you would like any further information, would like to discuss your specific requirements or would like to discuss the role in confidence please contact Cecily Shrimpton, Head of Learning and Engagement, on 01492 879201 or e-mail cecily@mostyn.org.
- Any applications received after the closing date and time will not be considered.
- If you require adjustments to the recruitment process due to an impairment or disability please contact us to make alternative arrangements.
- Please email your CV and covering lettering to karolina@mostyn.org by 5pm on 10th May.
- We will acknowledge receipt of all applications.