



Learning & Participation Artists and Tutors

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Learning & Participation Artists & Tutors

Job Description

Reporting to: Learning & Participation Manager	
Location: mac Birmingham, Cannon Hill Pak, Birmingham, B12 9QH	
Post Ref: L&P	Salary: £18.02 per hour
Hours of work: Dependent on contract	

**rates vary dependent on activity/contract. Regular course tutor artists are on the payroll at an hourly rate of £18.02 (from 1 September 2017) an hour with an additional planning rate for some courses. One off outreach participatory activities may be at a higher rate and is discussed per project.*

Introduction

We are constantly developing our creative learning programme with a range of participation, production and performance led activities, covering a wide choice of starting points and opportunities. We offer a comprehensive range of drop-in workshops, progressive courses, master-classes, public talks, special projects and events for young and old alike, including families, community groups and the general public.

mac Birmingham is seeking to recruit artists and tutors for new courses and other participatory activity. We are looking for new ideas, approaches and course proposals, as well as cover for current course teaching. Please check the current course programme for an overview of what we currently deliver on our website or in the brochure.

We encourage proposals from artist and tutors who specialise in teaching a particular medium or genre, and those who work multi/cross art form. We are interested in people who understand how to address different learning needs and reflect the diversity of Birmingham's communities. If you have a preference or skills in working with a particularly age group please outline this in your application as well as any experience of working with people with disabilities.

Successful applicants will be offered a creative teaching environment in which to work, utilising first rate facilities, plus a range of exclusive professional development, exhibition and showcase opportunities at **mac**. As part of **mac**'s team, you will also have opportunities to deliver additional outreach and collaborative projects.

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Overall Job Purpose

To deliver learning and participatory activity for mac with responsibility for:

- Clear planning of activities/courses consistent with the activity/course as described to customers/participants, providing written details of your course content to **mac**
- Prepared activities, liaising with **mac** staff to ensure appropriate spaces and equipment/resources are arranged as needed
- Reflecting on the quality of the delivery and adapting approaches as needed for the benefit of customers/participants
- Working within **mac Birmingham**'s policies generally and with especial attention to Safeguarding and Health & Safety

Briefs for courses – vacancies & cover for current courses offered

We at times recruit tutors to run termly courses that have already been advertised. This academic year 2017/18, the Autumn term is 12 weeks long, the Spring term is 10 weeks long and the Summer term is 12 weeks long. Each has a one week break in the middle for half-term. Fuller descriptions of the courses are on our website. You can apply for cover at any time and vacancies as they arise.

We are recruiting for tutors to run the following existing courses from September 2017

- Let us Sing – Beginners and Improvers for adults
- mac mini singers for children
- Stand-up comedy for adults
- Tap Dance (Beginners, Improvers, Advanced)
- Jewellery (Monday evening course)
- Young Animators Club
- Family Dance
- Dance for Early Years

Briefs for courses – new courses

We often design our programme based on ideas from artists and we are very keen to hear from new people about what they could bring to **mac**.

For this open round we wish to hear from people who are interested in delivering one or more of the following:

- Digital art
- Courses that creatively explore the digital world including everyday technology such as smart phones, tablets, apps and games
- Courses that introduce young learners to electronics, coding and programming within a creative art project setting.
- Wearable technology and/or smart textiles
- Product Design with 3D printers
- Jewellery using innovative materials and methods
- Learn to play musical instruments (such as saxophone, trumpet, ukulele, clarinet etc)
- Sound Art, Sound Recording for children and young people

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- Radio Production for children and young people
- Street Dance

Plus

- Courses specifically designed to encourage **intergenerational** learning
- Innovative Early Years creative courses

We need to know which of the following age groups you are interested in working with

- 2 months – 2 years old + parents/carers
- 2 – 5 years olds + parents/carers
- 6 – 11 years old + parents/carers
- 6 – 11 years old
- 11 – 14 years old
- 14 – 18 years old
- 18 +

Equal Opportunities & Diversity

All staff are expected to further, promote, and ensure the implementation of, the equal opportunities policies of **mac**.

Note

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Hours of work will be variable and will include weekend and evening work in negotiation with your availability and mac's needs.

These positions will be subject to an Enhanced Disclosure with DBS (see Disclosure and Barring Service Policy & Procedure).

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Person Specification

A person specification describes the areas of knowledge, skills and experience a person should possess in order to take up the post.

Essential

- 2 years previous experience in delivering creative participatory activities to the public in either arts, community or educational settings
- Be able to provide a stimulating learning experience that enables participants to achieve their creative potential.
- Educated/experienced to a suitable level in your art form.
- Proven ability to communicate well with a range of people using varied communication methods.
- A passion and commitment to the Arts.
- A commitment to further your skills and knowledge in participatory arts including attending meetings, participating in training and reflecting on your practice.
- *Either* a recent Disclosure and Barring Service check *or the* ability to pass a DBS check.
- An understanding of and commitment to **mac**'s key objectives.
- An understanding of the practical application of **mac**'s Equal Opportunities and Diversity policy.

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How to Apply

To apply for this post please

1. Write a cover letter of no more than 2 sides of A4 outlining why you'd like to work for mac, what activity you are interested in delivering and what relevant experience you have
2. Complete the application form
3. Enclose a CV
4. If submitting a proposal for a new course also include information using the template proposal form for each different course you'd like to propose. If this is an innovative course please provide details of materials and equipment you will need.

Applications may be sent electronically to: personnel@macbirmingham.co.uk

They may also be sent by post to:

HR Manager, **mac Birmingham**, Cannon Hill Park, Birmingham, B12 9QH

Deadline

All applications must be received no later than **12 noon on Monday 31 July 2017**. Late applications will not be considered.

Short-listing

Shortlisted candidates will be informed at the latest by **Monday 7 August 2017**.

Interviews

Shortlisted candidates will be invited to interview on **Tuesday 15 August 2017**.