



## JOB DESCRIPTION

### Learning Coordinator

**Permanent post, part time 3 days per week £23,000 pro rata** (some flexible hours and weekend work may be required)

#### **Purpose of the role:**

As learning coordinator you will be responsible for ensuring the successful delivery of The Mosaic Rooms' creative learning programme. Working closely with the Creative Learning Curator, you will help realise our ambitious and exciting projects through your excellent administrative, organisational, and communication skills. This is a new role to help support the delivery of our expanding creative learning programme.

This is an excellent opportunity for a dedicated and proactive candidate who is passionate about connecting a wide range of audiences to our cultural offer. The role offers the chance to get involved in this new and innovative creative programme, and help develop and drive it forward.

You should have experience of working with a wide range of audiences, programming high quality arts activities that connect and engage them. You should be passionate about creating and sharing our gallery programme and vision with a diverse public.

#### **Key Tasks and Responsibilities**

- Day to day coordination and delivery of creative learning programme, working collaboratively across the team.
- Support the Creative Learning Curator in delivering a high quality programme.
- Support freelance artist educators to lead or help deliver sessions for all audiences, including setting rotas, coordinating briefing meetings, and recruiting when necessary.
- Collaborate with gallery and events staff to ensure smooth running of events, and assist in delivery of projects and activities.
- Liaise effectively and clearly with audiences, artists, project collaborators, and The Mosaic Rooms team.
- Build positive relationships with our learning programme audiences, in particular key groups such as local secondary schools, youth organisations, community groups, and migrant and refugee communities.
- Contribute to maintaining and developing partnerships with key partners and organisations.
- Work proactively with our Head of Communications to ensure we are reaching audiences effectively and via the most appropriate means.

## Contemporary Culture from the Arab World

The Mosaic Rooms A.M. Qattan Foundation Tower House 226 Cromwell Road London SW5 0SW  
T. 020 7370 9990 [info@mosaicrooms.org](mailto:info@mosaicrooms.org) [www.mosaicrooms.org](http://www.mosaicrooms.org)



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[www.qattanfoundation.org](http://www.qattanfoundation.org)

- Write effective and engaging marketing materials to reach these audiences, manage the content in the learning section on our website.
- Coordinate the development of a range of high quality in-gallery resources, including family activities and teacher notes, and work with team to develop relevant interpretation within the gallery exhibitions.
- Assist in reporting and gathering data and outcomes for internal reporting and external funders and stake holders.
- Have a proactive approach to programme evaluation, continually using feedback and collected data to inform and improve activities.
- Contribute to reports, proposals and funding applications, as required.
- Manage ordering of materials for programmes across the department.
- Budget administration where required.

### **Essential**

- Experience in coordinating and delivering learning activities and events in a museum or gallery
- Experience, enthusiasm and passion for working with all audiences
- Efficient time and work management, and meticulous attention to detail
- Able to work independently and creatively as part of a team
- Flexible and adaptable approach
- Able to coordinate freelancers and resources, and to work to a budget
- Demonstrable sensitivity and empathy when working with people, including vulnerable individuals and groups
- Able to problem solve and use own initiative
- Excellent communication and interpersonal skills
- Excellent administrative skills
- High level of IT literacy

### **Desirable**

- Interest in Arab culture and contemporary art

If you are unable to download these forms or require them in large print, please email [contact@mosaicrooms.org](mailto:contact@mosaicrooms.org)

To apply please send a CV and covering letter to [contact@mosaicrooms.org](mailto:contact@mosaicrooms.org) with the Subject: Application Learning Coordinator 2021

Deadline for applications: Midnight Sunday 23th January 2022  
Applications received after this time will not be permitted.

Expected days for interviews: Week commencing 31st January 2022

Please note due to limited resources, unfortunately, applicants not shortlisted for an interview will not be informed.

[www.mosaicrooms.org](http://www.mosaicrooms.org)