

# Edinburgh Printmakers

Castle Mills, 1 Dundee Street, Edinburgh, EH3 9FP | 0131 557 2479 | [www.edinburghprintmakers.co.uk](http://www.edinburghprintmakers.co.uk)

## JOB DESCRIPTION AND TERMS AND CONDITIONS

Post:	<b>Print Club Producer</b>
Responsible to:	Studio Director, Studio Manager
Responsible for:	Print Club Intern
Location:	Edinburgh Printmakers, Castle Mills, 1 Dundee Street, EH3 9FP
Working hours:	Initial contract is for 1 prep week plus 4 teaching weeks with 5 contact hours and 1 hour prep per day. Monday to Friday each week, normal working hours 9.30am to 4.30pm with 1 hour unpaid lunch break.
Salary:	£20.00 per hour teaching rate, £10.00 per hour prep rate
Contract:	Initial fixed hours contract of 5 weeks commencing 24 June 2019 and ending 26 July. Contract extension tbc.

Edinburgh Printmakers was established in 1967 as the first open access print studio in Britain. We support printmaking and contemporary visual arts practice through high quality, low cost studio facilities and learning, residency and gallery programmes.

We have been running for over 50 successful years and opened our new premises in Fountainbridge in April 2019. Edinburgh Printmakers is diversifying its cultural offer with new creative and commercial areas, accommodation for visiting artists, a 130m2 learning space, café and retail space. Our plans involve extending and improving support for artists through printmaking practice and research, studios and workspaces, and through our residency, exhibition and training programmes. We are also developing new learning and engagement opportunities for all.



An opportunity has arisen at Edinburgh Printmakers for a professional artist printmaker to lead a high quality summer holiday and term-time after school and weekend programme of printmaking activity for children and young people.

The successful candidate will have substantial experience of working professionally as an artist educator with demonstrable evidence of developing exciting and inspiring printmaking programmes for a range of different ages.

For younger age groups, we're looking for someone who can create practical workshop activities to inspire young minds and engage them with printmaking in a fun way. For older ones, the Print Club Producer will develop and run introductory printmaking courses using our contemporary exhibitions, heritage architecture and community garden as source material. In addition, the post holder will develop a course for 15 – 18 year olds who wish to explore different printmaking processes and techniques in order to develop a portfolio of work.

You will be passionate about the arts and the positive impact they can make to the lives of children and young people. You will have excellent interpersonal skills and the ability to interact clearly and confidently with a range of age groups.

### **Main activities and responsibilities**

The post holder will be responsible for the planning, promotion and delivery of a programme of exciting, printmaking activities and courses for children and young people. They will work with the Print Club Intern to ensure participants can learn and develop new artistic and technical skills in a supportive and creative environment.

### **Planning**

- Develop a comprehensive understanding of the Learning Studio and equipment, the building's history and heritage, and our exhibitions and commissions
- Develop workshop and course ideas and plans for different age groups in consultation with the Studio Director and Studio Manager
- Develop Print Club activity plan for initial summer holiday period and ongoing term time activities
- Source and order stocks of supplies and equipment for the Print Club in liaison with the Studio team
- Ensure orders of materials and equipment are in accordance with EP financial procedures
- Develop child protection policy Code of Practice in accordance with National Guidance for Child Protection in Scotland
- Review and develop Health & Safety Policies to ensure that all Print Club activities comply with Health and Safety guidelines
- Provide risk assessments for use of materials and equipment and set up and maintain COSHH records to minimise potential for accident and injury

## **Promotion**

- Produce website content and supporting and interpretative material for all Print Club activities in consultation with the Studio team
- Develop promotional material for ongoing Print Club activities in liaison with the Marketing team

## **Coordination**

- Coordinate booking information and payment details in liaison with the Admin and Sales teams
- Maintain participant information records in accordance with GDPR legislation and operate a daily register of session participants
- Maintain stocks of supplies and equipment for all Print Club activities
- Realise agreed targets of earned income through the Print Club sessions
- Provide advice and recommendations on suitability of workshops and courses for potential participants
- Address and resolve any requests or issues that arise
- Manage Print Club related email correspondence
- Manage the work of the Print Club Intern to support delivery of the Print Club activity plan
- Each day, ensure the Learning Studio is set up in readiness for workshops and classes
- Ensure organisation, cleanliness and tidiness of the Learning Studio and storage areas during and after each session

## **Delivery**

- Be responsible for the hands on delivery of all Print Club activity programmes
- Encourage and support children and young people's engagement with printmaking
- Provide specialist learning activities in a range of printmaking processes and techniques
- Provide expertise and support for participating children and young people to develop their visual arts skills
- Ensure a creative and collaborative studio environment for all participants
- Ensure children and young people can take away work they can be proud of

## **Other**

- Undertake any other duty or responsibility that may reasonably be allocated by your line manager
- Work within the context of the Equality, Diversity, Inclusion (EDI) policy and strategy, both within delivery of service and treatment of employees and all other Company policies

## Person Specification

The following range of knowledge, skills and experience is required; please reflect this in your application. Short-listing for interview will be based on meeting these requirements.

### Essential Skills & Experience

- Study in a visual arts subject, preferably to degree level
- Knowledge of printmaking practices and techniques
- Experience of planning and leading workshop activity and courses for children and young people
- Practical hands on teaching experience gained in the visual arts
- Excellent interpersonal and communication skills
- Highly developed organisational skills
- Excellent standards in relation to tidiness, presentation and organisation

### Desirable Skills & Experience

- Line management of staff/volunteers
- Knowledge of child protection legislation

### Personal Qualities

- Ability to work under pressure
- Positive, can-do attitude with excellent attention to detail
- Dynamic, creative, flexible thinker
- Highly motivated with the ability to work independently as well as cooperatively
- Ability to handle a range of different arrangements and situations with confidence
- Willingness to work evenings, weekends and holiday periods

The position is subject to an Enhanced DBS disclosure.

**To apply:** Please complete the application form and submit a full CV and include our Equal Opportunities Monitoring form. If relevant, please state in your application if there is anything we need to do or take into consideration to ensure that the shortlisting process is fair in relation to people with disabilities.

Completed applications should be sent by e-mail to: [studio@edinburghprintmakers.co.uk](mailto:studio@edinburghprintmakers.co.uk) with the job title in the subject line.

**Application deadline:** Midnight Monday 27<sup>th</sup> May

**Interviews confirmed:** 30th May

**Interview dates:** Monday 3<sup>rd</sup> June

**Start date:** Monday 24<sup>th</sup> June

There is no flexibility on date of interview. We may be able to arrange an interview via Skype for shortlisted applicants unable to attend on the day.