

December 2018

Thank you for your interest in the post of Short Course Programmer. Please note that there are two positions available one at 0.6 FTE (3 days) for an Arts Course Programmer and 0.4 FTE (2 days) for a Crafts Course Programmer.

Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to Rachel Turnbull:

Email: rachel.turnbull@westdean.org.uk

Tel: 01243 818 276

- **Closing date for applications: Tuesday 11th December 2018.**
- **Estimated times for interviews: Monday 17th December & Tuesday 18th December.**

JOB DESCRIPTION

JOB TITLE Short Course Programmer (arts or craft)

DEPARTMENT/DIVISION Education

LOCATION West Dean College

REPORTING TO Short Course Manager

MAIN PURPOSE OF JOB

To assist in devising, developing, implementing and administering a lively and innovative programme of short courses balancing student demand with the need to introduce and promote new and/or experimental topics. The programme is developed in accordance with the College's ethos and its mission related to art, craft, and music balancing professional integrity, economic viability and the effective use of the learning resources of the College.

PRIMARY RESPONSIBILITIES

Course Development & Planning

1. Liaise with the Short Course Manager to determine educational needs and ensure that the programme significantly addresses those needs.
2. Consult with relevant staff and outside experts in order to formulate the programme scope and content.
3. Develop and plan a lively and innovative programme of Short Courses, balancing student demand with the need to introduce and promote new topics.
4. Assist in establishing operational policies and procedures for the delivery of the Short Course Programme

Short Course Implementation

1. Research, interview, and appoint new tutors in conjunction with the Short Course Manager through attendance at exhibitions, word of mouth and personal knowledge.
2. Assist the Short Course Manager with negotiating tutors' contracts, in accordance with agreed pay structure.
3. Assist the Short Course Manager in the editing and proof reading of the bi-annual short course programme.
4. Liaise with the School of Arts Academic Support Team in the implementation of all aspects of course development. This should include preparation of course details, instructions to tutors, Health & Safety arrangements and the co-ordination of practical

arrangements, e.g. completion of relevant Workshop forms, material supplies in craft shop.

5. Support tutors during their course to ensure any difficulties are dealt with promptly. Monitor student and tutor feedback forms in liaison with the Short Course Manager and take action where appropriate
6. Monitor pages on the West Dean College website ensuring the short course information is accurate and up to date
7. Assist the Short Course Manager in organising and staffing exhibitions and events and in programming an annual schedule of exhibitions of tutors' and students' work.

General

Undertake any other duties as may be reasonably requested by the Short Course Manager.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Level of education & training

- A Masters Degree or equivalent Level 7 qualification in a related discipline, or equivalent related experience
- A PGCert or other teaching qualification.

Details of experience

- Specialist knowledge in the arts or crafts field
- Experience as a practicing artist/maker
- Experience in planning, developing and implementing educational courses
- Flexibility in working hours – weekend & evenings

Particular skills and knowledge

- Have a good understanding of contemporary art or crafts practice
- Have a professional approach to the arts and high standards of personal conduct
- Good administrative and organisational skills
- Competency in the use of IT including general administrative software, databases, VLE and DTP or similar

Personal Characteristics

- Ability to work under pressure whilst maintaining positive relationships with students and colleagues
- Ability to work independently and as part of a team
- Professional approachable manner
- Confident communicator with the ability to build and sustain a variety of professional relationships
- Good interpersonal and negotiation skills

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- Contract: Permanent
- Duties : As attached job description
- Salary : £25,000 per annum (full time salary, pro rata as per the below hours) payable monthly in arrears by BACS
- Hours: Arts Course Programmer: 21 hours per week (3 days – 0.6FTE)
Crafts Course Programmer: 14 hours per week (2 days – 0.4FTE).
- Holidays: 33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).
- Sickness: 10 days in any consecutive twelve month period (pro rata) or longer period at West Dean's discretion, after six months' continuous service.
- Benefits: Contributory pension scheme, subsidised meals, free and discounted places on short courses at West Dean College.