

Candidate Pack

John Lyon's Charity SEND Producer

Part Time, 24 hrs per week

Fixed Term Contract, 13 Months



Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the 18th and 19th centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and, before the pandemic, we attracted over 450,000 visitors a year to the museum.



Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- **To maintain, research and preserve the Collection for future generations;**
- **To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;**
- **To build and support a strong exhibition programme;**
- **To lay a strong financial foundation for the future;**
- **To embark upon a Masterplan programme to transform the museum.**



Digital and Audiences at the Wallace Collection

The Digital and Audiences Department has three key aims:

- To develop an engaging and inclusive Learning programme, ensuring that all audiences (both in person and online) maximise their engagement with the Collection in the most meaningful and relevant ways to the individual;
- To constantly evolve and advance the Collection's digital presence and infrastructure to ensure efficient operations, to allow the museum to communicate effectively online, to better understand its audience and to expand its digital reach.
- To enact dynamic and effective marketing and PR strategies to maximise engagement across social and web channels, print and out-of-home media. We champion audience development, promote exhibitions and drive footfall to the museum.

The Digital and Audiences Department enables people of all ages to develop a greater understanding and enjoyment of art. Through a wide range of opportunities that combine discussion, observation and creative activities, learning programmes aim to inspire primary and secondary students and teachers, children and their families, adults and young people, and our diverse communities. The department also delivers accessible events for children and adults with SEND, and for D/deaf and visually-impaired people. Its extensive outreach programmes connect with older people living in residential care as well as children and adults in long-term hospital care. And its growing range of downloadable resources support self-directed learning in the classroom and at home.

The Department also undertakes effective management of the Collection's digital systems including its CRM, website and CMS, ticketing system and participation in the global Bloomberg Connects app for smartphones, enabling the Collection to maximise its digital potential and its engagement with audiences online.

We also present the Collection to the world and aim to increase and sustain audience engagement, encouraging new and repeat, and real and virtual visitors. We achieve this through a broad spectrum of marketing, press/PR activity and targeted campaigns. We support the Collection's revenue streams including exhibitions, retail and events.

Role summary

The John Lyon's Charity SEND Producer's role is to produce creative learning programmes for primary and secondary students with SEND. This includes developing opportunities for engaging schools and teachers, leading on the delivery of programme content, and overseeing programme implementation digitally, onsite and through outreach in schools. This role reports to the Head of Digital and Audiences.

This role is generously supported by John Lyon's Charity.



Role description

Programme Development and Delivery

- Responsible for the successful delivery of the Collection's programme for primary and secondary schoolchildren with SEND, both onsite and through outreach, ensuring that it is of the highest quality and that audience learning objectives are achieved.
- With the Head of Digital and Audiences, set strategic direction for the Collection's engagement with SEND audiences in term time and in school holidays, adapting programmes to the complex needs of the audience and ensuring programme KPIs are achieved.
- Steer the production of inspiring learning content to engage schoolchildren with SEND with the Collection, ensuring clear curriculum pathway links and robust learning pedagogy.
- Ensure the Collection builds strong formal learning networks and partnerships to develop and enhance SEND programme content, and to build participation in target areas of London.
- Ensure effective programme reporting, overseeing effective administration, data recording, and programme evaluation.
- With Development and Communications colleagues, lead on the effective promotion of the SEND learning programme through e-comms, print and other public channels.
- Lead the strategic development, production and delivery of CPD sessions and resources for SEND teachers and practitioners.

General

- Collate and prepare relevant KPIs and other statistical data, and maintain and improve administrative systems to ensure effective recordkeeping and easy retrieval of information.
- Record budgetary spend and maintain accurate invoice and payment records; uphold the department's Service Agreement framework.
- Ensure proactive compliance with the Collection's Volunteering, Safeguarding and H&S policies.
- Undertake other appropriate duties as reasonably directed by the Collection.

Person specification

Essential

- Experience of working in the cultural learning sector with children and young people with SEND and/or PLMD.
- Experience of working effectively with freelance SEND specialist educator and artists to produce creative and ambitious cultural learning programmes.
- Demonstrable knowledge of relevant learning pedagogy and best practice for engaging schools with cultural collections.
- Excellent knowledge of the national curriculum, SEND curriculum pathways and priorities for schools and teachers.
- Experience of setting budgets and managing and reporting on financial operations.
- Excellent written and verbal communication; ability to communicate clearly and effectively through direct delivery of learning content designed for participants with SEND.
- Highly-developed interpersonal skills with the ability to work with a wide range of individuals.
- Strong time management skills with an ability to plan effectively and manage competing priorities successfully.
- Ability to problem-solve and work on own initiative without close supervision.
- Good knowledge of administrative packages including CRMs, Microsoft Office365 and Zoom.

Desirable

- A degree in teaching, Art History, Fine Art or a field related to the Wallace Collection is desirable but not essential; equivalent work experience is relevant.



Salary, benefits and working hours

The salary for this temporary post is between £18,000 (£30,000 FTE) to £20,100 (£33,500 FTE) per annum dependent on skills and experience.

In addition, the post-holder will receive, pro-rated, 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- **NEST Pension Scheme**
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Employee Assistance Programme**
Services available 24/7 and 365 days per year to all employees
Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **First Aiders**
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

Whilst the role is 24 hours per week (0.6 FTE) across Monday-Friday daytime, some evening and weekend working is required to deliver successful SEND learning programmes for families.

How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight on **18/08/2024**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on, **22/08/2024**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: As soon as possible

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.



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