

The Roche Court Educational Trust

Education Assistant Job Description

Full-time, Reports to the Head of Education

Key roles

Visit and event delivery

- Deliver and assist with tours of the park, gallery and artists house. These will be for schools, colleges, universities, families and specialist groups. Examples of specialist groups include people with special educational needs and disabilities, targeted community groups and VIP adult visitors
- Assist with Trust events such as Teachers' Open Evenings, Artist workshops and careers seminars
- Occasionally assist and deliver events at partner organisations (please note that travelling is required as part of the role)
- Undertake training and research where necessary to facilitate high quality tours
- Preparation for visits (setting up rooms and materials)
- Keep education centre tidy and prepared
- Documenting visits and events using photography and film
- Support ARTiculation events when required

Administration

- Administer visits and events bookings, including invoicing
- Respond to phone and email enquiries
- Produce information for Trustees' meetings, funding applications, reports and marketing materials
- Contribute to the documentation and evaluation of all Trust activities
- Update diaries of education visits and events and liaise with all members of Trust and New Art Centre staff about key information surrounding events
- Order printed materials such as leaflets when required
- Order supplies and materials for the office and Education space
- Attend all Trustees' meetings to take minutes
- Support the Head of Education in the production of key policy documents
- Research and produce Artists' education notes to distribute to all Trust staff
- Undertake DBS checks for staff

Friends and Benefactors Membership scheme and Donations

- Administer the Friends and Benefactors (F&B) membership scheme and donations. This includes processing new F&Bs, writing thank you and renewal letters, maintaining the F&B and donations databases and processing payments

Communications

- Keep the Trust website up to date
- Produce and send out e-newsletters
- Design flyers, newsletters and brochures to publicise the Trust's work
- Contribute to social media platforms (Twitter and Instagram) to share the work of the Trust
- Maintain RCET mailing lists

The Roche Court Educational Trust and the New Art Centre

- Attend New Art Centre private views (always on Saturdays) and associated events to promote the RCET
- Ongoing ambassador for the Trust to share our work with the gallery, their associates and all partners
- Support New Art Centre staff with meeting and greeting at front of House and leading Artist House tours when required.

This job is for you if you have the following:

A real enthusiasm for working with a range of groups, as a teacher or creative practitioner.

Qualified to degree level or equivalent.

Knowledge of, and a passion for, modern and contemporary art and ideas.

Experience of leading practical and discussion based workshops.

Excellent communication skills and are confident and friendly.

A proven ability to multi-task, work flexibly and work independently as required.

Excellent organisational skills to manage a busy schedule of administrative duties alongside planning for and leading educational visits.

A full driving licence.

A working knowledge of Microsoft Office, Adobe Creative Suite (Photoshop and InDesign) and MailChimp is desirable but training can be given.

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within which the post holder is expected to operate. This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of The Roche Court Educational Trust. Any amendments to the job description will be discussed with the Head of Education and post holder and subsequently confirmed in writing.