

Main Purpose

To plan, manage and promote a portfolio of artist-led education and learning projects and packages for schools and learning settings, with a particular focus on the Boroughs of Bexley, Greenwich and Lewisham.

Specific Responsibilities

1. Client Relations

- To instigate relationships with new education clients
- To maintain and manage excellent working relationships with existing education clients
- To provide an information and advisory service in the development of artist-led education and learning programmes
- To advocate the work of Bow Arts locally, regionally and nationally

2. Project Development and Management

- To research and develop new income generating schools projects in close consultation with the Head of Education & Learning and the team
- To research and develop professional development opportunities for teachers, school staff and education artists in close consultation with the Head of Education & Learning
- To recruit, manage and monitor artists and other contractors for the programme of work
- To creatively support client and contractor planning, drawing on learning from previous projects
- To support clients by ensuring that any programming builds on their strengths and addresses their needs, and where possible, involves children and young people in shaping the programme
- To follow the Bow Arts systems and protocols for planning, contracting, delivery and quality assurance
- To contribute to the evaluation and monitoring of the programme, implementing the Bow Arts evaluation framework

3. Finance

- To prepare and monitor all project budgets and finances in consultation with the Head of Education and Learning
- To ensure correct invoices are created and sent out on time, in liaison with the Education Administrator
- To undertake duties with an awareness of the need to promote cost-effective and efficient management, taking into account both post requirements and company finances as a whole
- To liaise with the Finance and Administration team with regard to maintaining accurate financial records

4. Marketing and Communications

- To take a lead role on the sales of educational packages and resources to new and existing clients, alongside and supported by the Education Administrator
- To contribute to the Education & Learning Department marketing plan, including the supply of print and website copy and case studies where required; and contribute towards digital and social media platforms

5. Other Duties

- To contribute to the activities of other departments if necessary and as directed by the Head of Education & Learning
- To actively promote the organisation's Child Protection Policy
- To attend staff and other Bow Arts meetings. Some meetings and training may be held outside of normal office hours, including occasional evening and weekend activities, repaid through TOIL as agreed with your line manager in advance.

The above list of duties is indicative only and not exhaustive. The Education Project Manager is expected to carry out all such additional duties as are reasonably commensurate with the role.

Person Specification:

Essential

- Driven and passionate to improve opportunities and outcomes for children and young people
- At least two years professional experience in a comparable role
- Experience of devising and managing high quality arts learning projects and packages for children and young people in collaboration with schools and artists
- Experience of working with a range of schools and other partners, building and maintaining excellent relationships
- Ability to successfully communicate with teaching staff, artists and other partners, as required, building and maintaining a high level of client care and satisfaction in meetings, by email and phone
- Proven track record of sales in an educational context
- Ability to successfully manage multiple projects simultaneously
- Excellent organisational and interpersonal skills, an engaging and confident personality and enjoy dealing with a wide variety of people
- A thorough understanding of the formal education sector and the needs and challenges faced by schools
- Methodical, thorough and enjoy attending to detail whilst able to multi-task efficiently

Desirable

- Experience of preparing and managing project budgets
- A degree or related qualification in the arts, education and/or arts management
- An excellent knowledge of the contemporary visual arts

To apply for this role, please complete the accompanying application form and equal opportunities monitoring form and return to Bow Arts via the contact named on the form. CVs will not be accepted.

Application Closing Date: 5:00pm, Monday 15th April

Interviews will take place on: Tuesday 23rd April