



Welcome to the nation's art

Superpower of Looking Project Manager

Are you passionate about bringing art to everyone? Do you believe in the power of digital to transform lives?

We're looking for an enthusiastic Project Manager to join our friendly and dedicated team. In this exciting role you will contribute to Art UK's important work by project managing the Superpower of Looking pilot initiative, aimed at transforming the visual literacy skills of primary school children.

About Art UK

Art UK is a cultural education charity on a mission to make the art in UK public collections accessible to everyone, for enjoyment, learning and research. We enable global audiences to learn about the nation's art collection by digitising artworks, telling the stories behind the art and creating exciting opportunities for public interaction with art, both online and offline.

Originally focused on oil paintings, our scope has recently widened to include prints, drawings and watercolours. Our current major project is documenting and digitising the nation's sculptures – both in collections and in public spaces. This project has major funding from the Heritage Lottery Fund and is due to be completed in 2020.

We play a major role supporting public art collections, by improving their accessibility and sustainability. Although we are a relatively small charity, our platform is shared by over 3,250 UK art collections and over two million people use our website each year. No other country in the world has a resource like Art UK.

Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (1096185) and in Scotland (SC048601). For more information, please visit artuk.org.

About the Superpower of Looking

The Superpower of Looking is an initiative that will transform the visual literacy skills of primary school children. Using the world of art and images, the initiative will equip these children with invaluable life skills, helping them to really observe, question and understand the world around them, while also encouraging a love of art.

While its overriding focus will be to endow children aged 7 to 11 with vital life skills, at a practical level it will also enable teachers to deliver many aspects of the Key Stage 2 (KS2) Art and Design curriculum as well as contributing to the PHSE curriculum and encouraging an awareness of citizenship. In this eight-month pilot we will work with four London primary schools to test the planned Superpower of Looking school's 'toolkit' and develop the format for the films that will be at the heart of the initiative.

About you

As the Superpower of Looking Project Manager, you will work to deliver the pilot project to four London primary schools, building relationships and working to make the pilot a success.

You will have experience developing engaging learning programmes for children of primary school age with a curriculum focus, and experience supporting the delivery of arts projects in a school environment.

You will enjoy working with a wide range of people and be a good communicator with excellent organisation skills, brimming with enthusiasm and full of initiative. You will be very interested in art and its potential for transforming the lives of young people, and will be excited about working in a young digital organisation that is transforming access to the nation's art.

At Art UK you will be well-supported within a team who are at a key stage of building a learning offer for the charity. You will promote equality, diversity and inclusion in all aspects of your work - with the public, colleagues and project partners. The pilot is London-based and so we are seeking an applicant who is based in or around the capital.

Key Responsibilities

- Project manage the pilot in close consultation with Art UK, the external originator of the concept and our Art History teaching consultant
- Help shortlist the four London primary schools who will take part in the pilot and build a positive relationship with school staff at each site
- Act as liaison between the four pilot schools and Art UK with a particular focus on arranging meetings with key school personnel and scheduling the delivery of the pilot programme at each location
- Providing trial Superpower of Looking 'toolkit' resources to the schools for testing, offering support and guidance as required
- Track the delivery of the programme at each pilot location and report on progress to the wider project team and funders as required, ensuring that each site remains committed to the project for the duration of the pilot
- Provide administrative support to the project team as required, including financial record-keeping
- Assist with the production of the film
- Support an independently appointed evaluator to record and evaluate the results of the Superpower of Looking pilot across all four London sites

Necessary skills

- Essential: Experience working in museum / arts / heritage / schools' environment in activity planning and delivery, ideally for a primary age audience
- Essential: Experience developing resources for educational purposes
- Essential: First-class written and spoken communication skills and the confidence to engage and work effectively with a range of people, including the school staff, project partners, consultants, the media, volunteers and Art UK colleagues
- Essential: Exceptional time management and organisational skills
- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time and on budget
- Essential: Ability to multi-task and prioritise your own workload
- Essential: Must be able to work from home, with use of a laptop or PC with broadband access

- Essential: Experience of financial administration (handling of invoices, expenses, etc.)
- Essential: Interest in art and art history
- Desirable: Knowledge of the National Curriculum at KS2

Contract terms and benefits

- Work from home and in the Art UK head office in central London as required
- Part-time temporary post for 8 months
- 1 day a week / 0.2 FTE
- Salary: £28,000 per annum (pro rata)
- 25 days annual leave plus Bank Holidays (pro rata)
- The position is offered with an expense budget to support any reasonable travel costs incurred during delivery of the role
- The successful applicant will be required to complete a DBS check at enhanced level on acceptance of the role

Application

Please send CV and covering letter to recruitment@artuk.org by 9am on Tuesday 7th May 2019. Shortlisted candidates will be interviewed in London on Monday 20th May 2019. If you have not heard from us within two weeks of the closing date, please consider your application unsuccessful.