

AUT^oGRAPH

Autograph Public Engagement & Learning Manager

Overview

Autograph is looking for an exceptional and imaginative person to join our Public Engagement, Learning and Participation team.

You will need to be a resourceful and lateral thinker who wants to work in an environment committed to learning from and engaging with its audiences and to be comfortable working with a very wide range of partners, artists and interest groups, to deliver the responsibilities set out in this role, working with colleagues, as part of a small professional team. This is a full-time role.

Based at Rivington Place, in Shoreditch, London which houses our two public project spaces, small scale screening facilities, a learning studio and our specialist photographic collection, you will:

- Help us to engage with thousands of people to explore the themes we address through our artistic programme: identity, race, representation and rights.
- Have a key role in proposing ideas for activities and contributors and shaping creative content, for gallery events, workshops and longer-term engagement projects.
- Lead planning and delivery of engagement for a range of audiences including artists and for our work to include more people who are currently excluded.

What do we need?

- A clear understanding and appreciation of our mission and the subject matter Autograph shares with audiences.
- A minimum of three year's experience in developing and delivering an arts learning and participation strategy and activity designed to appeal to a wide range of different interest groups and responsive to partners.
- Knowledge and experience of developing opportunities for creative participation with and for people who have disabilities.
- Experience in attracting a wide range of people to engage in imaginative and creative activity.
- Strong project management, budget management review and evaluation skills and an interest in understanding impact.
- You will need an Enhanced Disclosure & Barring Service certificate for this role.

AUT^oGRAPH

What do we do?

Autograph delivers arts projects in the UK and internationally, alone and in partnership.

Autograph is a place to see things differently. We share the work of artists who use photography and film to explore issues of identity, representation, human rights and social justice.

We produce exhibitions and events, commission and present work by contemporary artists, manage and use our unique photographic collection which dates from 1860 to present day for display and learning purposes.

At Autograph we are very committed to welcoming, understanding and serving our audiences. Currently we are seeking to appeal particularly to young people, first time visitors, people with disabilities and visitors who haven't felt that a place like Autograph is for them. Learning and participation activity plays a key role in ensuring we reach people who may feel left out.

Application Pack

This pack includes the following information:

- About us: a brief description of Autograph
- Organogram
- Role Description and Person Specification
- Statement on Equal Opportunities
- Application Form
- Equal Opportunities Monitoring Form
- Criminal Record Declaration Form

Deadline for applications: Monday 18th October 2021 by 5pm.

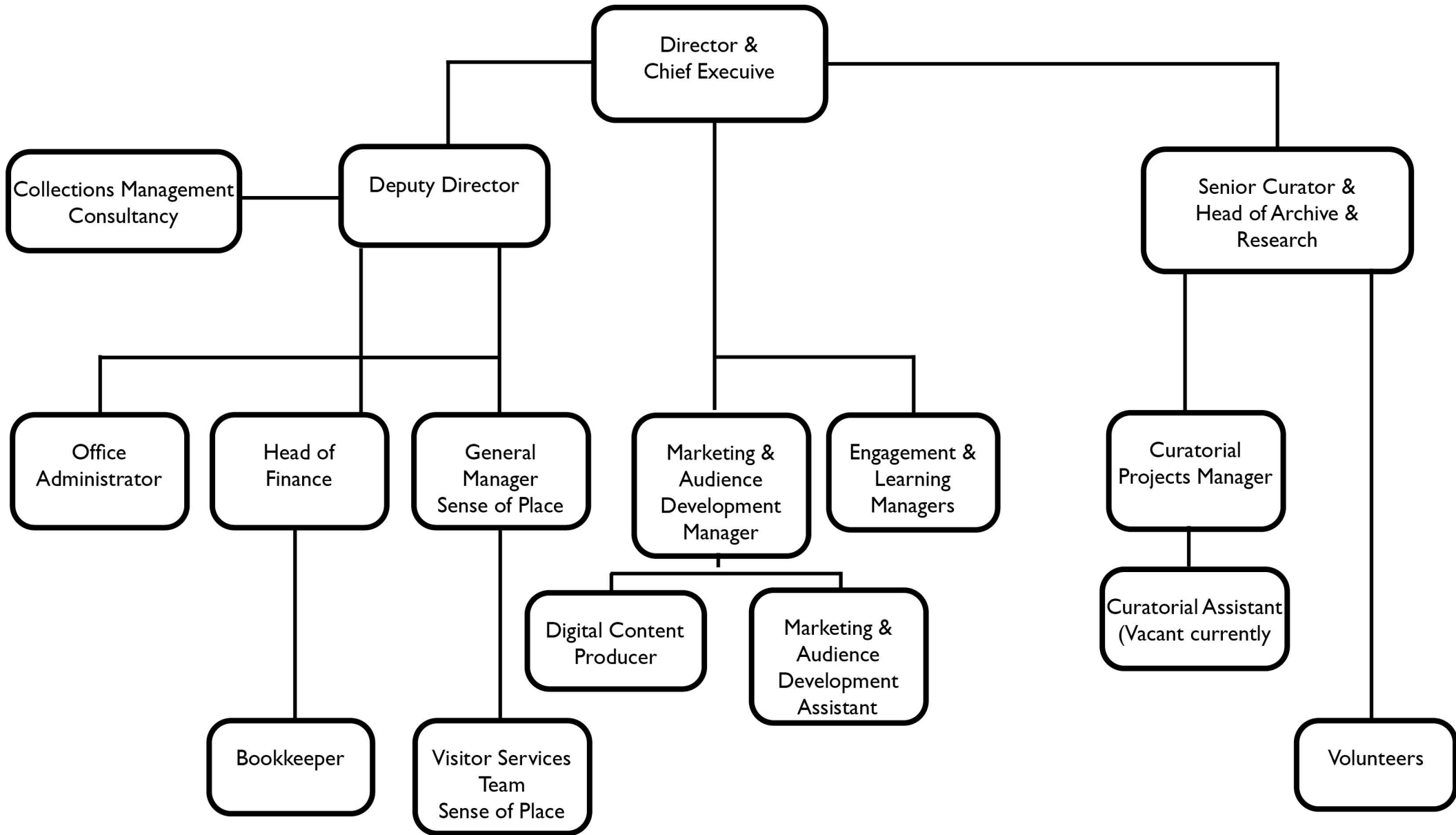
We regret that applications received after that time will not be considered. **You must use our application form to apply for this role; please do not just send a CV as we won't consider it.**

Interviews will be held on Thursday 28th October 2021. We expect to welcome shortlisted candidates to Rivington Place in person for interviews, however this will be subject to Covid and we will advise accordingly.

Please send your application by email to: info@autograph-abp.co.uk The Subject Line for the email should be **Public Engagement & Learning Manager.**

If you have any queries regarding the application process please email cherelle@autograph-abp.co.uk We look forward to receiving your application and thank you for your interest.

Autograph Staff Chart



AUT GRAPH

Job Title: Engagement and Learning Manager
Accountable to: Director
Hours: 5 days per week 35 hours
Salary: £30,000 p.a.
Benefits: Pension scheme, 20 days holiday per annum plus bank holidays; access to training and professional development

Overview

The Engagement and Learning Team plays a central role in delivering Autograph's mission: *to share the work of artists who use photography and film, to highlight questions of race, representation, human rights and social justice and to explore the creative and critical power of visual representation, in shaping our understanding of ourselves and of others.*

The centrality of human and civil rights politics to our mission offers distinctive scope for our learning and engagement programmes. We are strong advocates for representing and including people who are marginalised and have built our organisation and learning programmes around supporting those who have historically been excluded from participating in the arts.

Our strategy responds to three organisational cornerstones: Autograph's mission; Autograph's onsite exhibitions and Autograph's collection. Our learning and participation programme consists of four intersecting strands of work:

1. Identity & Home
2. Inclusion & Care
3. Access & Talent
4. Rights & Research

Autograph offers learning and engagement opportunities on site, off site and online through events, talks, panel discussions, screenings, workshops, performances and residencies, connecting artists, academics, curators and other creative practitioners directly with audiences.

Creative engagement projects are run with a wide range of community and cultural organisations, schools and universities, local authorities, commercial and charitable partners; we draw on local and global networks of artists, curators, writers, educators, thinkers and makers, use our unique collection and reflect our exhibition and publishing programmes.

Role Summary

The Engagement & Learning Manager is one of three team members responsible collectively for the development, co-ordination, administration and delivery of wide-ranging engagement activity and there is considerable scope for creative programming. The post holder will be expected to work closely with two other colleagues in the public programme team as well as with other members of the Autograph ABP team to achieve our business plan outcomes.

Flexible patterns of working are required with some evening and weekend duties to be delivered on a recurrent basis. Time off in lieu is available where hours delivered exceed those which the role holder is contracted to deliver.

Main Duties & Responsibilities

Strategic Development & Management

- 1 As part of the team, contribute to developing programme proposals that attract existing and new audiences to engage with Autograph; deliver activities which attract priority target groups and meet the outputs and outcomes set in our business plan. This will entail inclusive live and digital public engagement and participation opportunities, learning resources and projects, strategic partnerships, professional development opportunities for artists and research-led projects.
- 2 Lead on two key areas: public programme events and strategic development with local schools, carrying out a consultation and needs analysis to develop blended learning resources for KS5 and 9 and a package of CPD and in-school creative opportunities; identify investment opportunities to develop a deeper schools partnership programme.
- 3 Gather insight about the needs and expectations of participants and stakeholders using variety of feedback and reflection tools. Increase awareness of Autograph ABP's activity and encourage participation and learning on an inclusive basis;
- 4 Ensure the relevance of Autograph ABP's offer to the diverse cultural heritage of the many communities with whom we work.
- 5 Build relationships with key organisations, institutions and individuals in order to extend opportunities for partnerships and collaborations in delivering the engagement strategy.
- 6 Represent and advocate engagement activity and promote Autograph ABP externally with all stakeholders.

Audience Engagement

Working closely with other team members:

- 7 Plan and programme creative activities for a range of on site, off site and digital audiences, which make use of exhibitions, publishing and the collection to extend opportunities for discussion and debate on an inclusive basis, which are ambitious in scope and address both theoretical and practical issues and ideas.
- 8 Support the delivery and development of creative activities and resources designed to appeal to the following groups: schools, FE/HE groups, community organisations, children with complex needs and learning disabilities through our SEND Family workshops, and professional practitioner networks.
- 9 Propose contributors to the programme, ensuring they can support us to meet the aims and outcomes set within the business plan; contract and manage freelance artists, speakers, other service providers and volunteers where necessary.

Marketing & Communications

- 10 With the Marketing & Audience Development team:
- prepare copy and provide other visual and written information required to support communications about all engagement activities including the social media strategy.
 - Manage and monitor relevant content for the website to support the promotion of events and programmes, ensuring event pages are accurate and regularly updated.
 - Contribute to online activity and social media networks related to the public programme.
 - Ensure the appropriate recording, documentation and archiving of any necessary activity.
 - Promote Autograph's activities through attending relevant conferences and industry events.

Administration

- 11 Cost plans for project delivery; produce, monitor and work within budgets as agreed with senior staff.
- 12 Devise and implement methods for monitoring and capturing audience engagement in participatory activity, carrying out research and making use of digital tools where appropriate.
- 13 Maintain accurate records and filing systems, and ensure effective documentation of projects.
- 14 Organise and ensure the smooth delivery of events, including producing running orders, introducing speakers, liaising with Visitor Services and Operations, monitoring attendance and ticket sales.
- 15 Liaise with freelance technicians on the technical production of the events programme or digital content production.
- 16 Organise speakers' travel and accommodation, and ensure the receipt and payment of invoices.
- 17 Identify external sources of funding and contribute to income generation activity to support programming.
- 18 Produce data and contribute to reports necessary for external funders, for Autograph's trustees and for internal evaluation purposes.
- 19 Attend regular team and management meetings.
- 20 Undertake any other duties as required by the Director

PERSON SPECIFICATION

Qualifications & Experience

3 years experience of designing and delivering activity that delivers learning and participation using contemporary visual art including delivering live/public events

Experience of designing and delivering projects which engage effectively with under-served target audiences at local level and involve them in co-creation/delivery.

Experience of designing and delivering accessible projects (e.g. providing BSL interpretation, live captioning for live events).

Experience in the implementation of good safeguarding practice.

Experience of devising and implementing research and evaluation methods including using qualitative and quantitative evaluation tools, undertaking needs analysis and measuring outcomes and impact.

Experience of working at a local community level in fostering audience engagement with groups and individuals from a wide range of backgrounds and with diverse interests.

Knowledge & Skills

Knowledge and understanding of current critical issues in visual arts theory and practice.

Knowledge of the importance of cultural diversity within the arts and of how diverse cultural heritages influence arts practice and audience engagement.

Experience of liaising with artists and professionals in institutions, including work produced by culturally diverse practitioners, etc.

Skills in using ICT (e.g. word, excel, in design etc) and managing databases.

Communication skills, both verbal and written, capacity to interact with people of all ages and backgrounds, willingness and ability to engage with diverse audiences.

Administrative, research and coordination skills necessary to manage multiple priorities and to support wider corporate activity including supporting income generation efforts, developing funding bids and reporting to stakeholders.

Project management skills necessary to plan and deliver activity which meets clearly defined objectives and outcomes and respond to the reporting requirements of multiple activities at varying stages of development and delivery.

Financial management skills: setting, managing and monitoring budgets.

Personal qualities

- Demonstrable empathy for Autograph's philosophy and commitment to broadening access to diverse audiences through arts
- A creative, resourceful, and flexible approach and a desire and ability to think differently and critically.
- Capacity and initiative to recommend solutions and solve problems.
- Ability to work on own initiative, prioritise a work programme which requires multi-tasking and involves managing multiple projects simultaneously.
- Willingness to participate flexibly as a member of a small team to support colleagues and take direction from line managers.
- Ability to establish and maintain positive, effective working relationships with artists, collectors, advocates, visitors, volunteers, and colleagues externally.
- Commitment to positive measures designed to promote inclusivity.
- Willing to work flexible schedules including evenings and weekends when necessary.

Equal Opportunities Policy Statement

Autograph ABP is committed to a policy of equality of opportunity in its employment and artistic practices.

In particular, the organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital status, sex, sexual orientation, disability, religious beliefs or age.

Selection criteria and procedures are regularly reviewed to ensure that individuals are selected on the basis of their relevant merits and abilities.

It is the duty of all employees to accept their personal responsibility for the practical application of the policy but at the same time the organisation acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in recruitment and employee administration.

To ensure this Policy is consistently applied, responsibilities have been assigned to the director who will monitor the operation of the Policy for both employees and job applicants.

Any employee who believes that he or she has been inequitably treated within the scope of the Policy should raise the matter through the grievance procedure. Any job applicant who believes that he or she has been inequitably treated may write to the Director who will investigate the complaint.

The organisation will not tolerate unfair discrimination against any members of its staff by any of its employees or other persons appointed to the service of the organisation.

The organisation is committed to making this Policy properly effective.

Interviews

Interviews will be held at Rivington Place, which has full disabled access. If you have a disability and need any adjustments to be made in order for you to participate in the selection process, please let us know as soon as you are invited to an interview so that we can accommodate your needs.

All offers of placements at Autograph ABP are made subject to receipt of satisfactory references. Additionally, under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely and in accordance with General Data

Protection Regulations with access restricted to those involved in dealing with your application and in the recruitment process.

Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed.

If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

Information provided by you on the equal opportunities monitoring form is separated from your application form will be used to monitor the effectiveness of Autograph ABP's equal opportunities policy and practices.

By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Job Application Form

Autograph ABP

Vacancy Title:

Please tell us how or where you heard about this vacancy:

1. Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

--	--	--	--	--	--	--	--	--	--

Are you free to remain and take up employment in the UK?

Yes

No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see www.ukba.homeoffice.gov.uk

Disclosure & Barring Service Check

Please note that an application for a criminal record Enhanced Level check will be submitted to the Disclosure & Barring Service in the event of this role being offered, as it is exempt from the 1974 Rehabilitation of Offenders Act.

Please ensure you complete the criminal record declaration form which is provided separately.

2. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

3. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:

Address:

 Postcode:

Position Held:

Date Started & Ended: Reason for leaving:

Salary on leaving this post: Notice Period

Brief description of duties:

Previous employer

Name of Employer:

Address:

 Postcode:

Position Held:

Date Started & Ended: Reason for leaving:

Salary on leaving this post: Notice Period

Brief description of duties:

Please continue on a separate sheet if necessary.

4. Statement

Please outline, with careful reference to the Role Responsibilities and Person Specification, your suitability for the role, and how your experience is relevant to this position. Please give specific examples, and continue on an additional sheet/s if necessary.

5. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Reference 2

<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
--	--

We reserve the right to contact any of your other previous employers within the last three years.

6. Declaration

Statement to be Signed by the Applicant (Candidates selected for interview will be notified within two weeks of the closing date.)

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

I agree that Autograph can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulation (GDPR).

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed: Date:

When you return this form by email, you may be asked to sign your application at interview

Criminal record declaration form

Engagement & Learning Manager

Please note: the Engagement & Learning Manager Role is exempt from the Rehabilitation of Offenders Act 1974. An application for a criminal record Enhanced Level check will be submitted to the Disclosure & Barring Service in the event of this role being offered.

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at **[insert name of organisation]**

Signed: _____ Date: _____

Please return this form to: [insert name of approved HR representative]