



ROYAL
DRAWING
SCHOOL

PROGRAMME MANAGER, YOUNG ARTISTS PROGRAMME

Reports to: Head of Foundation and Young Artists Learning

Salary: £30,000 - £36,000 per annum (pro-rata)

Hours: full-time 37.5 hours per week including regular Saturday

Location: Charlotte Road and other venues as required

Purpose of the Post

To manage and deliver the Royal Drawing School's excellent Young Artists Programme and pre-18 educational provisions across the school. The Young Artists Programme Manager will support the Head of Foundation in providing effective leadership of the Programme and will also identify opportunities to build on the outstanding reputation of the School as a successful learning community and a specialist teaching resource with a focus on drawing. The Young Artists Programme Manager will be pivotal in the development of strategy, building on the success of the programme and its position at the forefront of arts education in the UK. The Young Artists Programme Manager will be vital in helping the School realise its mission to raise the standard and profile of drawing through teaching, training and practice.

Principal Responsibilities

Education and programme development

- Oversee the delivery of 10-18 years education at the Royal Drawing School, including building relationships with schools and FE colleges, and maintain close relationships with the Royal Drawing School's Foundation Year Programme
- Work with The Head of Foundation and Young Artists Learning on outreach and building relationships with targeted communities and institutions in line with the School's mission

Self-employed tutors and artist models and trainees

- Make recommendations to the Head of Foundation on the appointment of Drawing Year Alumni tutors to the programme
- Oversee the engagement and payment of tutors and artist models in accordance with the School's policies and procedures
- Organise the faculty of tutors to meet the needs of the programme, including training, teaching, tutorials and the provision of cover at short notice

Teaching, learning and admissions

- Oversee recruitment and allocation scholarships

- Ensure the provision of consistently effective administrative structures (including student registers and systems of communication with students and their parents and carers) to provide an environment within which excellent teaching and learning can flourish
- Through regular dialogue with tutors, maintain a high degree of awareness of teaching and learning across the programme, including concerns around student attendance and behaviour, as well as the identification of students of exceptional talent
- Implement a consistent and appropriate system for the selection of students (as this might develop) and the award of scholarships
- Maintain a high level of engagement with the School's Foundation Year, to further the School's aim that the programme should offer talented and committed students a progression route into higher education

Child Safeguarding and Health and Safety

- Serve as the School's Designated Senior Person for Child Safeguarding. Maintain a high level of best practice advice on all matters falling within the scope of the School's Child Safeguarding Policy
- Oversee the School-wide implementation of the School's Child Safeguarding Policy, including the requirements for training
- Play a leading role on the School's Health & Safety Committee, ensuring the implementation of effective systems of control appropriate for the safe and orderly running of the programme and the welfare of students and staff

Finance and HR

- Play a leading role in constructing an annual budget for the programme and be responsible for meeting revenue targets
- Ensure that the School's financial policies and procedures (including the collection of fees) are discharged in a timely and accurate manner in the administration of the programme
- Line manage Young Artists Administrator / Coordinator and liaise with the Finance and HR departments

Data control

- Serve as the Departmental Data Controller for GDPR, ensuring all data is kept according to the School's Data Protection Policy
- Contribute data to Salesforce

Marketing and communications

- Work with the School's marketing team to promote the programme to talented and committed students and to raise awareness of its contribution to art education

- Work with the School's development team to promote the programme to prospective funders and in reporting to existing funders, both of which involve the structured evaluation of the programme's impact, using data
- Oversee the organisation of exhibitions of student work, including private views and the display and sale of work. Organise the selection of work for exhibitions.
- Report on the programme as required to the School's Directors, Trustees, and Academic Board

Person specification

Essential

- A minimum of 2 years' experience in school or further education or within a gallery or museum context in the management of educational programmes in the visual and creative arts for students aged 10-18
- Relevant experience in an administration-focused role
- Line management experience
- Degree (minimum 2.1 or equivalent), MA or postgraduate level study in the visual arts
- An up-to-date and informed understanding of the UK's educational landscape in the visual arts
- Excellent interpersonal skills in order to communicate effectively and sympathetically with people at all levels, including parents, staff, tutors and external contacts
- Highly organised with the ability to multitask and manage a heavy and varied workload
- Proficiency in the use of standard PC software (Word, Excel and Outlook)
- Approachable and helpful at all times
- A good understanding of the importance of safeguarding children and capable of dealing with sensitive issues with tact and diplomacy
- Mature, confident, self-starter, capable of independent working and a team player
- Enthusiastic and hardworking with a flexible and proactive attitude
- Patience in abundance
- Excellent verbal and written communication skills
- An advocate for the importance of Drawing to artistic practice
- Demonstrate an ability to deliver excellent customer service
- An understanding of the importance of the Young Artists Programme in delivering the School's mission to promote drawing from observation.

Desirable

- Art teaching experience for students aged 10-18
- Personal artistic practice