

## Job description

<b>Job title:</b>	Schools Learning Producer		
<b>Department:</b>	Public Engagement, Communications and Curatorial	<b>Contract:</b>	Permanent
<b>Reporting To:</b>	Public Engagement Manager	<b>Hours per week:</b>	37

### 1. Job purpose

To develop and deliver a high quality, schools learning programme at each YMT site that is innovative, relevant and cost-effective and has learning, partnerships and diversity at its core.

### 2. Dimensions

- Deliver the relevant yearly targets and projects outlined in the Public Engagement Operational Plan
- Deliver the relevant yearly targets as outlined in the YMT Annual Plan
- Contribute to the Learning Team target KPIs
- Develop programme to efficiently serve at least 30,000 - 40,000 children

Budget: £30000 budget Impact: creates a more operationally efficient high-quality formal learning offer at each YMT site.

### 3. Principal accountabilities

- Develop a new model for schools engagement with YMT that is innovative, gallery based, cost effective, efficient to deliver, high quality and meets the needs of YMT and service users.
- Undertake a review of the wider cultural industries formal learning climate and identify best practice techniques for application at YMT.
- Establish a YMT teacher's forum for active working and development of YMT's formal learning offer.
- Identify and commission a creative development agency to develop a new approach to delivery of the learning programme
- Oversee implementation of the new model across each site, working closely with internal and external stakeholders to ensure it is successfully adopted.

- Embed evaluation processes for analysing the impact of the formal learning programme, responding to evaluation findings to ensure continual improvement.
- Advocate for excellence in formal learning at YMT across all sites, ensuring best practice is understood and followed wherever practical.
- Represent YMT in the wider industry in relation to formal learning activity.

## **Other duties**

- Promote and develop equality and diversity in line with YMT Equality Statement.
- Other duties may be required from time to time which are consistent with the grading of this post

## **4. Key performance measures**

- New formal learning programme approved and implemented
- Formal learning KPI figures improve
- Partnership working with formal learning providers across York established
- Positive evaluation of formal learning programme
- Learning programmes appropriate for each site developed
- More cost-effective formal learning model implemented resulting in cost savings

## **5. Knowledge, skills, experience and behaviours**

### **Knowledge**

- Detailed knowledge of formal and/or informal museum or gallery learning practices
- Understanding of evaluation and monitoring techniques

### **Skills**

- Strong analytical skills
- Partnership working skills and experience
- Strong organisational skills.
- Ability to manage time effectively
- Effective problem-solving skills
- Excellent communication skills, both written and verbal
- YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:
  - Digital recording – e.g. photography, sound, video
  - Social networking – e.g. twitter, Facebook

### **Experience**

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- Experience of developing and delivering formal learning projects in a non formal environment
- Experience of brokering relations and sustaining ongoing partnerships
- Experience of commissioning creative practitioners to develop partnership projects
- Experience of working with SEND pupils

## **Behaviours**

- Willingness to maintain creative and open-minded outlook
- Ability to think innovatively and creatively
- Ability to work flexibly and as part of a team
- Ability to work on own initiative
- Commitment to equality and diversity and an understanding of how this commitment applies to this role.

## **6. Key relationships**

Public Engagement team

Curators

Visitor Experience team

Fundraising Manager

Schools and teachers

Visitors and community groups

Creative practitioners across York and beyond

Educational organisations and partnerships

## **7. Organisation chart**

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