



## JOB DESCRIPTION

### **Studio, Exhibitions and Outreach Facilitator P/T**

Leicester Print Workshop (LPW) is a regional centre of excellence for printmaking. LPW's RIBA award-winning building in Leicester City Centre is home to a large, well equipped Studio (for silkscreen, stone and plate lithography, etching, engraving, relief and letterpress printmaking), alongside a Gallery, Shop, Education Space, Framing Room, Project Space and 9 Artist Studios. As well as our annual in house programme of curated exhibitions, workshops, events, family drop in activity and professional development training, LPW also has a long history of working strategically with communities, festivals, schools and colleges to introduce printmaking to new audiences.

Leicester Print Workshop is a registered charity, a company limited by guarantee and is an Arts Council England National Portfolio Organisation with 10 employees, a governing board of Trustees and a team of volunteers that includes Staff. LPW hosts the Contemporary Visual Arts Network for the East Midlands (CVAN, EM). We are a learning organisation continually seeking to improve our programmes and grow our knowledge. The values that guide our work include: teamwork, friendliness, collaboration, empowerment, equality, generosity and optimism. Our Staff Handbook contains further details around what is expected regarding workplace behaviour.

This is a permanent role.

Job Title: **Studio, Exhibitions and Outreach Facilitator**

Report to: Studio Manager, who reports to the Director

Days & Hours of Work: 21 hours per week, on a flexible basis

Usually Tuesday/Wednesday/Friday, 9.45am – 5.15pm, 30 minutes lunch

The Post Holder will also be expected to support out of hours activity, during evenings and weekends, related to the public programme such as Cultural Quarter Earlies/Lates events, the Print Festival, the Print Fair and Exhibition Launch events. Working days will change on occasion due to other staff duties, such as staff meetings on the first Thursday of the month.

Rate of pay: £13,104 to £13,497.12 per annum, depending on experience (£21,840 to £22,495.20 FTE), £12 to £12.36 per hour



### **Job Purpose**

The Four main purposes of this role are to:

- Ensure the Studio is clean, organised and ready for the full range of activity delivered by LPW, including workshops, talks and public events
- Support studio users, including members, visiting artists, tutors, members of the public and volunteers
- Enable and Deliver our Studio workshop and Outreach programme contributing to our Events, including Cultural Quarter Lates, Cultural Quarter Earlies, Print Clubs and Arts Award
- Exhibition Technical Support

### **Key Responsibilities**

Outlined below is a list of responsibilities to be delivered in partnership with all LPW team members, there may be other associated tasks not captured here that the post holder will also undertake.

Training will be provided as appropriate.

The Studio:

- Open and close the venue at the start and end of the day, ensuring the venue is prepared for teaching activity/inductions/all events and cleaned and organised at the end of the day
- Prepare course materials and pack outreach boxes for Tutors, ensuring all health and safety, COSHH and good practice is adhered to
- Contribute to the Studio Team's collective Printmaking knowledge in maintaining and improving the studio
- Implement and promote LPW's Policies, which include Health and Safety, Equalities, Environmental, Working with Children, Young People and Vulnerable Adults, and Lone Working
- Deliver Inductions and Health & Safety briefings in the Studio to members, visiting artists, visitors, and Tutors
- Support volunteers and people on work placements, by providing inductions, H&S information, delegating tasks and offering printmaking experiences, to ensure they enjoy a rewarding and constructive experience in the studio as part of the LPW team
- Implement and promote LPW's Environmental Action Plan by working with the Studio Manager to reduce waste, ensure good use of resources, and reduce LPW's impact on the environment –seeking greener alternatives and adapting studio behaviours in line with environmental policies, research and development
- Monitor Members' materials use in the Studio and taking payments from Members.
- When required, answer telephone enquiries, record visitor numbers, take course bookings, shop sales and respond to enquiries in person at the front desk.

Members, Visiting Artists and Tutors:

- Signpost tutors, members and visiting artists to materials and equipment, give guidance on good and safe use of the equipment and support users to clean up
- Provide tutors, members and visiting artists with technical expertise, advice and skills to develop their practice and enhance their experience of LPW, including technical demonstrations
- Assess new Member and Visiting Artist applications for appropriate levels of printmaking experience



#### Exhibitions Events and Outreach:

- Support LPW's Public Pop Up Print programme, educational activity and projects, by developing and delivering workshops, demonstrations, talks, events and drop in activity, both in house and off site across Leicester/Leicestershire, including Arts Awards
- Work with the Director to install LPW exhibitions at LPW and work with the Director and the Admin & Events Coordinator to install work in The Print Room at LCB Depot
- Liaise with artists re the collection and delivery of work for exhibition, organise the transport and liaise with the Director regarding insurance
- Install exhibitions at partner venues when required, liaising with venues to make the logistical plans
- Work with the Communications and Admin Officer to prepare interpretation materials, exhibition signage and promotion
- Work with LPW colleagues to design in house activity and talks to complement the LPW exhibitions and to support the development of our membership, such as Summer School Artist Talks and In Conversation events
- To represent and promote LPW within the local / national cultural and community sector
- Any other duties as directed by your Line Managers; Studio Manager and Director

#### Person Specification

Graduate in Fine Art Printmaking or Proven Highly Experienced Printmaker

Experience in Arts Administration

Experience of delivering workshops for participants with a range of ages and abilities

Confident, verbal and written communicator

Well organised

Team worker

Experience and competent usage of MS Word, Excel and Outlook

Someone who embraces LPW values, is considerate and patient

Knowledge of Leicester Print Workshop

Holds a Full Driving License or willingness to obtain a driver's license, and has access to the use of a car

Letterpress skills Desirable

#### Applications

Please send an up to date CV, with a Covering Letter explaining your relevant experience, why you want this role and how you would approach the Job requirements, together with 2 reference contact details, to: [info@leicesterprintworkshop.com](mailto:info@leicesterprintworkshop.com)

Date advertised: 2<sup>nd</sup> October  
**Closing Date for Applications: Midnight, 4<sup>th</sup> November**

Shortlisting: 5<sup>th</sup> – 7<sup>th</sup> November  
Interview Candidates informed: 7<sup>th</sup> November

Interview Date: 20th November  
Possible Start Date: 7<sup>th</sup> January 2020

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