

JOB DESCRIPTION



STUDIO & ENGAGEMENT TEAM: EDUCATION & OUTREACH COORDINATOR

Tashkeel is a contemporary art and design organisation based in Dubai. It wishes to engage a resourceful, experienced and inspiring individual to develop Tashkeel programmes, partnerships and activities with children, young people, schools, universities, youth organisations and third party clients. This is a new position in the Studio and Engagement team.

The Education & Outreach Coordinator works closely with the Professional Practice Coordinator in the Studio and Engagement team. Together with the Membership Coordinator and Studio & Engagement Manager, they implement a high-quality studio and engagement programme at Tashkeel (Nad Al Sheba and Al Fahidi) and other locations that maximises profit, participation and quality of experience. The annual programme is seasonal (Jan-Mar; April-May; June-Aug; Sept-Dec) and consists of:

<i>Education & Outreach Coordinator</i>	<i>Professional Practice Coordinator</i>
Practical workshops that activate each Tashkeel studio and nurture creativity and artistic ability among the wider community (children and adults, including schools, universities and community groups).	Practical workshops that activate each Tashkeel studio for practitioners, both beginners and advanced
Seasonal children's camps, offering a wide range of sessions that help young minds perform in a dynamic world	Theoretical workshops for practitioners including but not limited to Critical Dialogues and Professional Practice
Delivery of workshops and talks offsite for third parties including but not limited to Youth xHub and Dubai Design District	Public talks and other activities accompanying exhibitions and events
	Exclusive events for Tashkeel members

Key Tasks of Education & Outreach Coordinator

- The Education & Outreach Coordinator is responsible for
 - Practical workshops that activate each Tashkeel studio and nurture creativity and artistic ability among the wider community (children and adults, including schools, universities and community groups) and are delivered by Tashkeel team members, visiting artists/designers-in-residents, exhibitors and freelance instructors
 - Seasonal children's camps, offering a wide range of sessions that help young minds perform in a dynamic world

- Delivery of workshops and talks offsite for Tashkeel and for third parties including but not limited to Youth xHub and Dubai Design District
- With the rest of the Studio and Engagement team, develop a high-quality studio and engagement programme on a seasonal basis (Sept-Dec / Jan-Mar / April-May, June-Aug) at Tashkeel's two locations (Nad Al Sheba and Al Fahidi) that maximises profit, participation and quality of experience.
- Schedule and co-ordinate practical workshops for the wider community (children and adults, including schools, universities and community groups) that activate the studios and/or facilities of Tashkeel, including but not limited to: Screenprinting; Textile printing; Photography Studio; Darkroom; Risograph; Digital Lab; Fine Art; 3D and garden
- Schedule and co-ordinate seasonal children's camps of up to two-week duration three times a year (Spring, Summer, Autumn), offering a wide range of sessions that help young minds perform in a dynamic world
- Schedule and co-ordinate the annual plan of workshops and talks at Youth xHub in Emirates Towers. Work with Tashkeel Admin & HR Officer who is the Tashkeel point of contact for Youth xHub
- Schedule and co-ordinate the delivery of workshops and talks onsite and offsite for Tashkeel and also for third parties
- Develop a visual literacy family learning resource for exhibition visitors and review annually
- Develop, budget, price and maintain a seasonal menu of workshops that can be delivered at short notice at Tashkeel for school and university visits.
- Develop, budget, price and maintain a seasonal menu of workshops that can be delivered at short notice offsite for Tashkeel and also for third parties within the UAE.
- Maintain a strong network of third party contacts across the UAE with an interest in participating in the Tashkeel workshop programme and/or purchasing Tashkeel workshop services including but not limited to schools, universities, community groups, businesses, cultural organisations, Dubai Design District, etc. Ensure all contacts are on the Tashkeel database
- With the Deputy Director and/or Studio Manager, be part of negotiating with third parties that result in the signing of agreements for the provision and payment of Tashkeel workshop services
- Brief, negotiate and contract freelance instructors with the skills and expertise to deliver high quality participatory workshops. Build a list of preferred instructors with the Professional Practice Coordinator.
- Define session expenditure, minimum capacity and determine price according to the Tashkeel workshop formula
- Obtain approval in a timely manner from Finance on the price of sessions prior to public release / third party agreement
- Together with the Professional Practice Coordinator, maintain workshop material and equipment inventory. Keep a record of materials used for workshops. Recommend purchases as and when required

- Provide all source material in a timely manner for the effective marketing and promotion of workshops and other activities within the studio and engagement programme.
- Advise the Marketing & Sales team on the design, production and distribution of promotional material for workshops, talks and other activities
- Assist instructors in the delivery of workshops, and deliver workshops directly befitting individual's skills and expertise
- Undertake instructor and participant evaluation of workshops and submit reports at the end of each season to Manager
- Schedule and coordinate the annual Tashkeel roadshow to university and colleges in Dubai, Abu Dhabi and Sharjah
- As part of the Studio & Engagement Team, regularly assess the learning needs of third party clients, schools, universities, youth and community groups in the UAE
- As part of the Studio & Engagement Team, monitor art and design education policy, practice and curriculum developments in UAE schools, universities and colleges and make recommendations
- Ensure Tashkeel studio and engagement programme comply with health, safety standards at all times.

Other Duties

- Spend between 2 and 4 hours per week in the Tashkeel studios developing own practice and liaising with members, subject to completion of administrative priorities
- Collaborate with the Tashkeel team ensuring effective and efficient planning and delivery
- Provide cover for the Professional Practice Coordinator in the event of emergency leave, holiday and illness.
- Conduct tours of Tashkeel and its exhibitions and provide general information
- Research ideas to promote and develop Tashkeel and look for new opportunities that could contribute to Tashkeel's future growth and success
- Work closely, professionally and co-operatively with the team, communicating effectively and providing progress updates
- Make a positive contribution to the development of Tashkeel as a whole
- Be an active and supportive member of the Tashkeel staff team.
- Any other reasonable duties that arise to fulfil the objectives of the role.

This job description is not an exhaustive description of duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

Essential Requirements

- At least two years' experience in visual art and design learning and/or community arts
- Knowledge of school, further and higher education policy, practice and curriculum developments
- Excellent knowledge of the visual arts and design field in the UAE
- A wide and varied network of professional contacts and relationships
- Experience of project development and delivery
- Excellent interpersonal skills with people of all ages and backgrounds
- Experience of evaluating own work and measuring project impacts;
- Excellent organisational and problem-solving skills
- Excellent communication and presentation skills
- Good IT and numeracy skills
- A good self-motivator, creative thinker with a flexible approach.
- Knowledge of relevant legal requirements and health and safety standards

Deadline for applicants: Midnight (GMT+4), Saturday 26 January