

Job Description: Saturday Art Club Creative Assistant

Reporting to: Youth Programmes Producer, Engagement Team at Royal Museums Greenwich

Royal Museums Greenwich (RMG), in South-East London, is dedicated to enriching people's understanding of our relationship with the sea, the exploration of space, and Britain's role in world history.

The National Maritime Museum, part of RMG, aims to create a space that is accessible, welcoming, and relevant for young people to develop new skills, build confidence and meet peers. As part of this, we host a weekly Saturday morning art club for young people aged 13-16yrs. The Museum's club is part of the UK-wide [National Saturday Club initiative](#).

The Museum is looking to recruit an emerging creative facilitator to support the delivery of the 2024-25 season of the Saturday Art Club, based at the National Maritime Museum. The Creative Assistant will work closely with the Saturday Art Club Tutor to support all aspects of session delivery. This includes session set up and take down, organising materials, and registering and releasing young people each session. The Creative Assistant will work directly with young people, supporting them to take part, and supporting those with learning or access support needs.

The Creative Assistant will need to be available for all the sessions and for some planning sessions and training outside of the scheduled programme.

Fee: £3,610 (Freelance contract, fee subject to national insurance and tax deductions)

Application deadline: 9am, Monday 5th August

To apply, please choose one of the following options:

- Email your CV to youngpeople@rmg.co.uk and complete [this online application form](#), demonstrating how you meet the essential requirements, before the deadline:

OR

- Email your CV and a short video or audio clip answering the five questions listed below, demonstrating how you meet the essential requirements, to youngpeople@rmg.co.uk before the deadline. Please include if you have a DBS check (issued within the last 3 months) and if you are self-employed.

We encourage you to read the job description/person specification before applying for this role, and make sure you reference the essential criteria in your response to the application questions.

Diversity and inclusion are integral to our work, as we are a museum for everyone. We want to foster a spirit of inclusion, collaborative working, innovation, and valuing people as individuals whose lives have been shaped by different experiences. Therefore, we welcome applications from everyone.

If you have any questions about the role or application process, including if you'd like to apply in an alternative format or if you require any reasonable adjustments to support your application process, you can contact youngpeople@rmg.co.uk.

Application Questions

- A. Reflecting on your experience working with young people aged 13-16 in a museum, arts, or culture setting, how do you incorporate the interests, ideas, and feelings of young people into your work? (200 words)

B. Please give an example of a barrier a young person aged 13-16 might face to visiting a museum. With reference to your example, how will you support young people to take part in Saturday Art Club? (200 words)

C. Troubleshooting a Safeguarding Scenario:

Imagine there is a trip planned for the Saturday Art Club in a few weeks' time. One young person in your session hasn't got their consent form. When you ask them about it, the young person says their parent or carer is very strict and has hurt them before, and they worry about leaving the house. They ask you not to tell anyone and keep it a secret. **What steps are you going to take?** (200 words).

D. In your opinion, what makes an engaging workshop session for young people aged 13-16? (200 words)

1. Job Purpose

To support young people with a range of support needs to participate in the Saturday Art Club and work towards any accreditation, and to support the Tutor in the practical delivery of the programme. This role would suit someone who would like to gain some experience in working with young people in the cultural sector, as both an artist and facilitator.

2. Key Responsibilities

- To ensure a safe, non-biased and accessible environment is maintained for club members, including those with special educational needs and disabilities.
- To welcome young people aged 13-16 to the workshops and provide support and encouragement for them to take part in the creative activities, including adapting any activities to ensure everyone can contribute.
- To support the set up and take down of the sessions.
- To support the young people to work towards the Bronze Arts Award, helping to document their work and collect evidence in collaboration with the Tutor.
- To support the club Tutor to ensure all young people are able to participate.
- To comply with the NMM's policies on health and safety and safeguarding.

3. Other responsibilities

- To liaise with the Youth Programmes Producer and club Tutor between sessions to assist in the smooth running of the programme.
 - To carry out evaluation and reporting duties using methods appropriate for the group.
 - To be an ambassador for RMG and to signpost young people to other opportunities.
 - To attend training as required.
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Person Specification:

Essential criteria:

- Some experience of working with young people, including those with SEND, aged 13-18, in a museum, gallery or other arts, community or cultural setting. (paid or voluntary).

- Understanding of the barriers preventing young people from accessing museums.
- Comfortable working in a team.
- Understanding of safeguarding e.g. how to identify concerns
- An interest in arts and culture and supporting young people to experience art in different ways.
- A recent DBS check (must be shared with RMG before starting work).

Desirable

- Confident in a range of creative practices e.g. (but not limited to – all welcome!) sketching, collaging, photography, working with fabrics (dyeing, sewing), sculpture, painting, printing etc.
- Experience of using creative arts to interpret collections and histories.
- Experience of supporting artists/facilitators in workshops or learning environments.

2024-2025 Timetable:

- September 2023: Induction, research, training and planning
- October: Club starts (dates below)
- October – April: Club delivery
- April: Catch up sessions
- June/July: Delivery of summer exhibition, part of National Club.

Term 1	Term 2	Term 3	Term 4	Arts Award / Summer Show
5 October, 12 October, 19 October 26 October <i>Greenwich Half term: Monday 28 October to Sunday 3 November 2024 No session on 2nd November.</i>	9 November, 16 November, 23 November, 30 November, 7 December, 14 December 21 December <i>Winter Holidays: Monday 23 December 2024 to Sunday 05 January 2025</i>	1 January, 18 January, 25 January, 1 February, 8 February 15 February <i>Half term: Monday 17 February to Sunday 23 February 2025. No session on 22nd February</i>	1 March, 8 March, 15 March, 22 March 29 March Arts Award catch up sessions: 26 April 3 May	July Summer Show TBC Graduation date TBC
Sessions run from 10am-1pm, with set up and take down around these times.				

Fees:

The fee breakdown is as follows:

- Support of workshop delivery x22 (to include some scheduled offsite cultural trips): £2750
- Induction (x1): £55
- 1x half day collection research: £55
- 4x half day termly planning meetings: £220
- 4x half day keeping in touch meetings: £220
- 2x Arts Award catch up sessions: £250

- Summer Show visit support (x1): £125

Additional meetings and work:

- You will be paid to attend relevant training
- Paid additional meetings will be scheduled as necessary
- Additional fees for offsite trips will be agreed if timings fall outside the usual session timings.

This breakdown is based on the RMG Engagement freelancer pay rates.