



CHILDREN’S ART CLUB WORKSHOP LEADER ROLE DESCRIPTION

Forgan Arts Centre (FAC) is seeking to recruit four experienced workshop leaders across contemporary and traditional arts and crafts, as well as forestry and horticulture.

FAC’s Summer Art Club for children aged 5-12 years offers children quality arts, crafts, and outdoor activities across July and August. The Summer Art Club takes place daily, Monday-Friday, across two blocks of the school summer holidays. FAC recently moved into its new premises in Newport-on-Tay where the grounds, garden, and centre offer more space and better facilities for delivering an arts, crafts, and outdoor programme. We are keen to broaden the types of activities available. We are especially interested in individuals who can offer a mix of workshops in:

- Painting
- Drawing
- Printmaking
- Textiles
- Sculpture
- Horticulture
- Forestry
- Movement and dance
- Drama
- Music and signing

We’d also be interested in hearing about other activities that would suit the facilities we have on offer.

There are four Children’s Art Club Workshop Leader positions available.

Position	Children’s Art Club Workshop Leader
Responsible & Reporting to	Centre Director, Forgan Arts Centre

Fee:	£120 per day for delivery of workshops. £120-200 additional fee for devising/preparatory time. There is a separate budget for materials.
Term:	5 days across one week of the Summer Art Club. The Summer Art Club runs in two blocks: Block 1: 11-22 July 2022, 9.30am-3.30pm, Mon-Fri Block 2: 1-12 August 2022, 9.30am-3.30pm, Mon-Fri Please indicate which week that would best suit you.
Hours:	9am-4pm daily, with the workshop running 9.30am-3.30pm.

Purpose of the Post:	Workshop Leaders are tasked with devising engaging arts, crafts, or garden-based workshops for children aged 5-12 years. The workshops should be a mix of activities, potentially both indoor and outdoor. The maximum capacity of each day is between 18-24 children, depending on the workshop or activities. Workshop Leaders are supported by two dedicated assistants as well as Centre staff. The workshops do not need to be output focused. The focus should be on process - creating a quality developmental experience for the child – and having fun!
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APPLICATION PROCESS

Applications should be sent to Centre Director Jen White, director@forganartscentre.co.uk, and should comprise:

- A brief description of the planned activity (max 250 words) which should include the art form, theme, or area of exploration, what the children might do, and how the activity could be tweaked for ages/abilities.
- Materials list and room requirements. This does not need to be exact, an outline of what you need will help us assess associated cost as well as what furniture you need (tables/chairs etc.) or if this is an outdoor activity.
- A CV that demonstrates previous experience in similar roles, both devising and delivering activities.
- The contact details of one referee that we may contact if your application is successful. The referee may be a previous employer, peer, or another artist.
- Applicants should be PVG Scheme Members.

On Wednesday 18th May at 8.30pm there will be a Q&A opportunity with Centre Director Jen White to ask any questions you might have about the role. This meeting will take place online:

Topic: Q&A: Children's Art Club Play Worker

<https://zoom.us/j/6218240598?pwd=Q2lZa2ZBcGNPaEljWFR3cmdyZG9YQT09>

Meeting ID: 621 824 0598

Passcode: R5b5aC

We encourage applicants with diverse backgrounds and experiences to apply. If you have any specific access requirements, please let us know and we will do our best to meet your needs.

TIMELINE

Online Q&A:	Wednesday 18 th May 2022, 8.30pm
Closing date:	Wednesday 25 th May 2022, 5pm
Interviews:	Interviews will comprise a phone call from the Centre Director on Friday 27 th May 2022.

For more information, please contact Jen White, director@forganartscentre.co.uk, or Forgan Arts Centre 01382 542062.