

<b>Reference Number:</b>	<b>GULB_CL_18</b>
<b>Salary Scale:</b>	<b>Grade 3 £16,357 - £18,212 per annum (pro rata 15 hours per week)</b> <b>(Unpaid) internship 20 hours per week.</b>
<b>Department:</b>	<b>Gulbenkian</b>
<b>Contract:</b>	<b>Part time 15 hours per week, (with 20 hour industry placement making 35 hours per week).</b>
<b>Location:</b>	<b>University of Kent, Canterbury Campus</b>
<b>Responsible to:</b>	<b>Head of Marketing, Gulbenkian</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Closing date for applications:</b>	<b>11<sup>th</sup> May</b>
<b>Interviews are expected to be held on:</b>	<b>21<sup>st</sup> May</b>
<b>Expected start date:</b>	<b>1st June</b>

### The Opportunity

This is an internship opportunity for students with a passion for the arts and the creative empowerment of children and young people.

Based at Gulbenkian, the position is 35 hours per week, with 15 hours paid work on Gulbenkian's ART31 project and 20 hours unpaid internship working on wider creative learning projects.

### The Role

The internship holder will support the Head of Creative Learning and Creative Learning Assistant to deliver creative opportunities for young people at Gulbenkian and in the community.

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The successful applicant will have the opportunity to work in a paid capacity for 15 hours per week in an ART31 Assistant role. ART31 is a young person led movement in Kent, supported by Gulbenkian and funded by Arts Council England. ART31 want to #ChangeKent, by creating more artistic events and opportunities for young people, by motivating young people to be creative, and to try art forms they wouldn't usually think of, and leading young people to take control and get involved in making decisions.

The post holder will support the ART31 project leaders to deliver the programme with a particular focus on a new group, ART(Y)31, for children aged 8 to 12. This will involve assisting weekly sessions and administrative support.

20 hours per week will be unpaid and focused on supporting Gulbenkian's wider creative learning activities:

The post holder will support a range of projects for children and young people, including Gulbenkian Youth Theatre groups. This will involve assisting weekly sessions and administrative support.

Gulbenkian intend this to be a fantastic opportunity for an intern to develop their skills and learn new practices that will help in their future career, and the role holder will be supported by Gulbenkian to do this.

As this is a Year in Industry/Placement Year opportunity, the learning outcomes of the relevant university module will need to be met whilst on placement. Contact [humsplacements@kent.ac.uk](mailto:humsplacements@kent.ac.uk) in the first instance for more detailed information.

### **Key Accountabilities / Primary Responsibilities**

To support young people to engage in Creative Learning activities and ensure their achievement and progression.

To provide support for the administration of Creative Learning activities.

### **Key Duties**

Assisting practical workshops and events for children and young people.

Supporting administration of Gulbenkian's programmes and projects for children and young people.

Assisting in the publicity and marketing of creative learning activities (including website updates)

Assisting in the researching, formatting, collation and proof-reading of funding bids for creative learning activities.

Supporting monitoring and evaluation procedures in relation to creative learning activities.



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Communicating with stakeholders including parents/carers, schools and young people.

Supporting administration of the Arts Award programme.

Other duties as necessary

### **Please note**

The post holder will be expected to be flexible in approach and undertake other tasks as determined from time to time by the Head of Creative Learning. The post will require work to be performed during evenings and weekends. It will include attendance at Gulbenkian events on a regular basis.

It is a condition of this post that satisfactory Enhanced disclosure is obtained from the Disclosure and Barring Service. Such other duties, commensurate with the grading of the post that may be assigned by the Head of Department/School Administration Manager or their nominee.

### **Health, Safety & Wellbeing Considerations**

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Regular use of Screen Display Equipment
- Evening and weekend working

### **Internal & External Relationships**

All relationships are owned by Head of Creative Learning, but the role holder will be expected to communicate confidently with a range of stakeholders.

Internal:

Gulbenkian and Commercial Services staff at all levels, academic staff, other University staff and students

External:

A range of stakeholders including children and young people, artists, teachers, representatives of other arts organisations, young people's organisations and agencies, public, suppliers and contractors.

### **Person Specification**

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications are assessed against each of the criteria either at application or interview stage. Applications will be deemed unsuccessful if an essential criterion is not met. This may also help you self-select if you are suitable for the role.



▪ **Qualifications / Training**

	Essential	Desirable
Education to A-level	✓	

▪ **Experience / Knowledge**

	Essential	Desirable
Experience of working in the arts (paid or voluntary)		✓
Experience of working with young people (paid or voluntary)	✓	
Experience of office administration		✓
Experience of monitoring and evaluation		✓

▪ **Skills / Abilities**

	Essential	Desirable
Excellent IT skills, particularly Microsoft Office packages	✓	
Excellent interpersonal and communication skills	✓	
Excellent organisational skills	✓	
Excellent literacy and numeracy skills	✓	
Accuracy and attention to detail	✓	

▪ **Additional Attributes**

	Essential	Desirable
Flexibility as to days and hours of work	✓	
A flexible and enthusiastic approach to change	✓	
A readiness to share ideas and constructive feedback with and from others	✓	
An ability to build a good rapport with children and young people	✓	
A demonstrable passion for the arts	✓	
Highly motivated, positive outlook with a 'can do' attitude initiative and resourcefulness	✓	

After your Placement Year it is expected that you will have gained:

- Experience of how a creative learning team operates and fits within the overall organisation.
- Key skills and experience in creative learning project development, delivery, monitoring and evaluation
- Experience of supporting funding applications including research, communication and reporting.
- Opportunities to gain skills in workshop planning and delivery.
- Experience of supporting the planning and delivery of events.



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- Skills in liaising with a diverse range of stakeholders and developing partnerships.
- Knowledge of safeguarding including child protection policy and procedures.
- Understanding of how a theatre runs and the opportunity to work as part of the wider team.

**How to apply:** Applicants should email a copy of their CV and a covering letter detailing why he/she is interested in this position (no more than 500 words) to [employability@kent.ac.uk](mailto:employability@kent.ac.uk), quoting reference number **GULB-CL\_18** in the subject line of the email. Applications received after the closing date will not be considered.



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