



Programme Assistant (Education)

Purpose: To provide administrative support to the education programme, working closely with the Education Curator on all aspects of the facilitation of the programme including:

- Maintaining the upkeep of the Education Room and Store
- Preparing Artists' Contracts
- Maintaining the Artists' database
- Liaising with Schools and leading tours for school groups
- Liaising with artists working in an education context at The Model
- Maintaining mailing lists
- Assisting in workshops if required
- Researching and ordering materials when requested
- Maintaining files, dealing with correspondence and carrying out and day-to-day administrative tasks

The position is available under the DSP community employment scheme and requires nineteen and a half hours per week. The workweek is Tuesday to Friday unless otherwise notified. Occasional evening and weekend work is required.