

Post: Heritage, Education & Outreach Co-ordinator (HE&OC)
Part time, fixed 2 year contract
Location: Cass Sculpture Foundation, Goodwood, Chichester
Responsible To: Head of Visitor Services
Responsible For: Volunteers
Salary: Competitive

Organisation

Cass Sculpture Foundation (CASS) was established in 1992. Set within twenty-six acres of West Sussex countryside, CASS was conceived as a unique not-for-profit, commissioning and educational organisation that provides a platform for artists to achieve new levels of ambition in the field of large-scale sculpture and share their work with a wider audience. The site is open to the public and home to an ever-changing display of up to 80 monumental sculptures, exhibition spaces and a growing archive and library.

The CASS archive is a permanent collection and currently holds around 1,000 maquettes drawings and documents of great historical significance. It presents the entire history of CASS since it was established in 1992 and holds work by some of the most eminent twentieth and twenty first century sculptors. This unique collection is currently not available for public access.

Background – the INSPIRE Project

This project will focus on enabling the wider public to learn about the heritage value of the archive and making it accessible to the public for the first time. The archive collection will provide inspiration for a variety of projects, activities and a wide ranging events programme to explore and reveal the Foundation's significance, history and its place as a cultural landmark in the local community and beyond.

Research has proved that teachers are keen to help us devise new ways to interpret the collections and site, and use it to support National Curriculum subjects in an imaginative and inspirational way. Young people, schools, and colleges, along with members of the public, will be actively involved in aspects of the INSPIRE project.

The part time Heritage Education & Outreach Co-ordinator (HE&OC) will devise, support and deliver the activities outlined in the HLF Activity Plan in collaboration with volunteers, schools and colleges. This programme will run alongside the archive cataloguing and digitisation work – also supported by the HLF and other funders.

Objectives

The heritage will be better recorded, managed and interpreted

People will have learnt about the archive and have access to it

Volunteers will have had a meaningful experience and learnt new skills

More people, and a wider range of people, will have engaged with heritage

Principle Responsibilities

To develop, manage and produce all the Heritage Education & Outreach aspects of the INSPIRE Project as outlined in the Activity Plan. This will include:

- Co-ordinating a programme of activities and events
- Ensuring the active involvement of people in the project through the development and delivery of volunteer led activities
- Developing and delivering heritage skills training programmes for staff, volunteers and project participants
- Building a network of sustainable community partnerships, to work with local people to explore and reveal the Foundation's heritage
- Developing and delivering a touring exhibition and interpretative leaflet for local venues

Through this work the post-holder will establish an effective volunteering team across the two-year programme to ensure that the project leads to sustained and continuing engagement with the heritage aspects of the Foundation

Tasks

1. To develop and deliver the INSPIRE activities* identified in the Activity Plan on time and to budget, working closely with the CASS team and project partners to ensure the success of the programme. *These include:
 - 3 'Artboxes' each exploring a different theme to be used on site and in KS1 and KS2 classrooms
 - A series of artist oral histories/interviews that will be available via the website and on site
 - An audio guide for interpreting the collections, available to visitors on Ipod Touch devices
 - Two films, available via the website and on site, demonstrating how teachers can use the facilities, support their students' work and interpret the works and the supporting archive
 - A touring exhibition with workshops, talks and demonstrations held on site and at local venues

2. To deliver the community heritage engagement projects identified in the Activity Plan, ensuring that they meet the needs of the community partners.
3. To establish a volunteer enrichment programme that gives volunteers new skills and enables them to support the outreach work
4. To work closely with the CASS team and the archivist on the development of the heritage content for the CASS website.
5. To establish a robust heritage skills training programme for staff, volunteers and project participants, liaising with external professional trainers as necessary, including West Sussex Record Office and Chichester Festival Theatre's Heritage Projects Manager.
6. To ensure that all activities are evaluated and monitored in accordance with the evaluation strategy set out in the Activity Plan.
7. To carry out all necessary administration tasks and record keeping for reporting to the Heritage Lottery Fund.
8. To carry out any other tasks necessary to ensure the Heritage, Education and Outreach programme is successfully delivered.

NOTE 1

The post-holder will be expected to travel and the duties of the post may require attendance outside normal working hours from time to time.

NOTE 2

This post may require work with children and vulnerable adults. A security check will be carried out with the Disclosure and Barring Service for this post at Enhanced level.

Responsibilities of all CASS staff members

- To champion the work of CASS and to support the achievement of its aims.
- To take an active part in communicating and co-operating with other CASS staff.
- To be aware of, and comply with, the rules and legislation pertaining to Health and Safety at work.

Person Specification

Personal Attributes

Essential

- A flexible, innovative and creative approach to work
- Excellent interpersonal skills including tact and diplomacy
- Ability to work collaboratively and to take responsibility when required
- Excellent communication skills both written and verbal

Knowledge and Qualifications

Essential

- Educated to degree level or equivalent.
- Teaching qualification
- Sound knowledge of standard Office software packages e.g. Word, Excel
- Good logical, analytical and problem solving skills
- Effective time management and an ability to multi-task effectively
- Ability to prioritise and to show initiative
- Awareness of tools and techniques for engaging audiences and potential barriers to that engagement
- An understanding of collections care
- An interest in the Arts
- An interest in/knowledge of contemporary sculpture
- Driving license

Desirable

- Awareness of Heritage Lottery Fund aims and best practice in volunteer involvement in the heritage/archive sector
- An awareness of how to engage audiences with heritage

Experience

Essential

- Experience of working within a museum or gallery context
- Experience of delivering public facing programming
- Experience of developing and mounting exhibitions
- A track record of working with and engaging the public
- A track record of managing and producing projects on time and budget
- Proven experience of developing interpretative outputs for the general public through a participatory methodology

Desirable

- Experience of setting and managing budgets
- Experience of devising and delivering training programmes for volunteers and of managing volunteers
- Experience of working with schools
- Experience of oral history collection and use
- Experience of using a variety of methods to evaluate the success of community and volunteering projects
- Experience of working in the development and provision of online content and services
- Previous experience of working on Heritage Lottery Funded projects



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