

## JOB DESCRIPTION

**Post:** Artist in Residence

**Responsible To:** Head of Centre EKC Dover College Art at Bench Street

**Summary of Post:** To be an excellent producer and exhibitor of their own creative work and to support the student community to excel in their creative individual and community practices by supporting the department in widening the opportunities for the students and their next steps.

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### Specific Duties:

1. Propose, design and produce artwork for the communal areas around college and in the local community. This would involve:
  - Communicating with the student body (through the Student Union) to gain their opinion on designs you think students and staff would like to see in their college.  
Proposing to the College Principal and other senior management team members artwork to be shown in and around the College.
  - Produce or exhibit excellent artwork that resonates the core values of our college community.
2. Provide twice termly master classes and events to students and staff at college
3. Contribute to the live projects that the Creative departments are involved with such as exhibitions, shows, guest speakers.
4. To assist and act as an ambassador to the college across a range of external events such as Open Days/Evenings, careers events and other student activities relating to the Creative department.
5. Act as a mentor to students across the Creative department to support students and nurture their talents and abilities
6. Engage with local community representatives through exhibitions of work, employer forums, enabling opportunities for the wider student community.
7. To improve own practice and that of students in the college community.

### **General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

### **Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	<b>PERSON SPECIFICATION</b>	<b>Application</b>	<b>Interview</b>	<b>Shortlisting Weighting</b>
<b>Skills</b>				
1.	To demonstrate flexibility in responding to changing demands of the student community	✓	✓	6
2.	Excellent mentoring skills to support students		✓	6
3.	Excellent interpersonal and communication skills		✓	6
4.	Excellent time management and problem-solving skills		✓	6
5.	A commitment to research and producing outstanding creative work.	✓	✓	6
<b>Experience</b>				
1.	To have experience and a commitment of working with young people on exhibitions, events and community activities with a portfolio of work	✓	✓	6
2.	Proven track record of meeting deadlines in academic study or work	✓	✓	6
3.	Understanding and commitment to the key themes and importance of Equality & Diversity, Safeguarding, Prevent and British Values.	✓	✓	6
<b>Education</b>				
1.	A degree in Art & Design or a related discipline	✓		6
2.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		6
3.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		6

## **Advice to candidates**

### **This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - it would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.