



Role Description: Producer – Schools and Colleges

- Contract:** Fixed term contract (10 months with possibility to extend)
- Hours:** 36 hours per week
- Salary:** £33,356.00 per annum
- Location:** V&A South Kensington & Hybrid
(standard pattern is 3 days in office, 2 days working from home)
- Manager:** Senior Producer (0.4 FTE) and Team Leader (0.6 FTE) – Schools and Colleges
- Manages:** N/A

V&A

We are the world's leading museum of art, design, and performance. We care for 2.8 million objects that span over 5,000 years of human creativity.

We are a family of museums including V&A South Kensington, V&A Dundee, V&A Collection at World of Wedgwood in Stoke-on-Trent, Young V&A in Bethnal Green, and V&A East Museum and V&A East Storehouse in Stratford, east London (both currently under construction).

Equity, Diversity & Inclusion

We strive to integrate equality, diversity, and inclusion consistently and naturally into all our activities. We want to be proactive in recognising and removing the barriers that people from all backgrounds may face in accessing our collection, services, and employment. We recognise the value of difference, and we celebrate the creativity and productivity that diversity can bring to everything we do.

We are proud to be an open, tolerant, and diverse organisation. We want to do more to welcome a broader audience and develop a more diverse workforce. At the V&A we are committed to a strict zero tolerance policy on any discrimination, harassment or bullying regarding sexual conduct, race, sex, disability, gender,



External render view of the new V&A East Museum at Stratford Waterfront, designed by O'Donnell + Tuomey. © O'Donnell + Tuomey / Ninety90, 2018



Friday Lates at V&A South Kensington © Victoria and Albert Museum, London



Internal render view across the Town Square space at Young V&A © Picture Plane / Courtesy of Victoria and Albert Museum, London

age, sexual orientation, beliefs, and socio-economic background. **We welcome applications from everyone**

Learning at the V&A

Learning at the V&A builds creative confidence in all our audiences, and champions the skills needed to drive the future of the creative economy. Through a responsive and relevant portfolio of activity, we strive to inspire current and future generations of artists, creatives, designers, and innovators.

The V&A's schools and colleges offer includes a suite of onsite workshops and SEND workshops that use design thinking pathways as problem solving for real world problems where design acts as a positive change maker. This pedagogical approach forms the basis for V&A Innovate, an annual national schools challenge that asks students in years 7, 8 and 9 to work in teams to design a solution to a real-world problem. V&A Innovate is based on design thinking and human and planet-centred design methodologies, co-designed with teachers and professional designers.

From January, the Learning and Digital team will be embedding Adobe residents into current programming and building new, expanded programming. The Adobe Creative Residency at the V&A is a new, fresh approach to bring making into the museum. This programme will enable us to employ three full-time Residents, five days a week for 12 months. Each Resident will work with a designated audience to bring creativity, design and making to diverse audiences. The programme is supported by the Adobe Foundation, and runs alongside the Adobe Creative Residency Programme at the Museum of Modern Art (MoMA) in New York.

Producer – Schools and Colleges: Main Purpose

The Producer – Schools and Colleges will contribute to the development and delivery of programmes which foster an integrated approach across schools and colleges, including the V&A's flagship programme – V&A Innovate. The Producer – Schools and Colleges will oversee, develop and deliver activities, projects and content to support the Senior Producer and Team Leader, including, where relevant, planning, preparation and delivery of the core onsite workshop programme, SEND workshop programme and related online resources.

The Producer will work collaboratively as part of the Schools and Colleges team, contributing to the wider programme and working with colleagues in the wider learning team and Museum. The Producer will work with workshop leaders to ensure that the schools offer is to a consistent high quality, with periodic updates and expansion to reflect the needs of the audience.

We are looking for an efficient and engaging individual with proven project management and experience managing rolling workshop programmes and national initiatives, to deliver both the core schools and colleges programme (including SEND workshops) and project manage the national schools initiative V&A Innovate as part of the V&A's Learning Programmes Team. The candidate will have an aptitude for design education and a passion for contemporary design and the V&A. The successful candidate will work collaboratively with colleagues on building and maintaining a schools and colleges offer centring around innovative design practice, that inspires future generations of artists, designers and makers. The role will support work to expand our reach onsite, offsite and through digital and online content, with an eye to representation, diversity, inclusion, and accessibility, realised through a focus on increased interaction with students from low socio-economic backgrounds and those with additional access needs.

We welcome applications from all backgrounds. The role may suit someone who does not come from a conventional museum background but who has experience of delivering creative or cultural learning projects in other settings. Please outline in your application your transferrable skills, experience, and knowledge.

We are looking for someone who:

Job specific

- Strong administrative skills; understanding of importance of attention to detail
- Experience producing, delivering, and hosting programmes for key stage 1-5
- Experience with SEND audiences
- Up-to-date knowledge of schools learning in museums, cultural organisations or wider educational initiatives. Knowledge of pressures and constraints on school interactions with the cultural sector
- Demonstrable experience of facilitating and project managing high quality creative learning activities and workshops for a schools audience in a museum or similar environment
- Experience of developing and developing inclusive creative learning programmes that support learners that address barriers faced by learners currently under-represented in museum audiences.
- Experience of managing budgets
- Experience of working with evaluation and external evaluators, to use data to inform programme development, to understand how learning affects change- e.g., skills, attitudes, values and behaviours

Core Skills

- Effective written and spoken communication skills
- Strong interpersonal skills; a team player, relates positively to audiences, external contributors and stakeholders
- The ability to use MS Office (e.g., Word, Excel, SharePoint, PowerPoint) and other relevant IT systems as appropriate for the role
- Proven ability to manage a high workload and multiple priorities whilst meeting deadlines

Behaviours

- Respects others' expertise, time, perspectives and contribution
- Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes.
- Open to change, new ideas and suggestions; looks for opportunities for improvement and self-development
- Works with others outside their own department in a collaborative, understanding, and engaging way

Desirable

- A good knowledge of art, design history, performance and/or design practice and working with collections/exhibitions
- Knowledge of design/creative thinking pathways
- Experience working with funded projects with multiple stakeholders
- Experience designing, proposing, and commissioning original content (web content, online video production, resources, etc)

What we can offer you:

- Generous pension scheme: post-probation 5.5% employee contribution, 10% employer
- Generous holiday: 29 days plus bank holidays
- Flexible working options
- Tickets to V&A exhibitions for you, your friends or family
- 25% discount in V&A shops
- Give as you earn scheme (tax free charity donation scheme)
- An interest-free season ticket or bicycle loan
- An interest-free rental deposit loan
- Free safety check and small repairs to your bike with Dr Bike
- A wide range of training and professional development opportunities (apprenticeships, online training hub, regular training courses)
- Several staff diversity networks which bring together everyone at the with a shared interest in an equality issue to exchange information, support and influence positive change throughout the

organisation. Members of staff diversity networks play an important role in promoting dignity and respect and understanding of diversity and inclusion at the V&A. Current staff diversity networks include: Disability Action Group, Anti-Racism Taskforce, Decolonisation Reading Group

- An Employee Assistance Programme which provides information and support on a range of topics, from health and fitness to finance, childcare and counselling. This free, confidential service is available to all our employees online and on the phone 24/7 and includes a bullying and harassment helpline

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role.

Key dates:

- Application closing date: **17 January**
- Interviews: **26 January**
- Start Date: **26 February**

