

Job Description: Education Officer

The Museum of Brands, Packaging and Advertising is looking for an Education Officer to join a small and busy team as a permanent P/T staff member. This is an exciting opportunity to manage and expand a financially viable education programme, and will suit someone with an interest in the commercial potential of museum education. The Education Officer will develop, deliver and promote new learning products for audiences ranging from early years to lifelong learners, with an initial focus on our GCSE offer. Our unique collection of original branded products ranges from the Victorian times through to the present day, and offers great potential to develop innovative learning opportunities. The ideal candidate will have previous experience in an education role within the cultural sector, excellent computer skills, exceptional spoken and written English and great interpersonal skills.

Job title: Education Officer

Location: Museum of Brands, Packaging and Advertising, Notting Hill, West London

Salary: £8,000 per annum (£20k pro rata)

Reports to: Museum Manager

Works with: Museum Manager, Visitor Services Coordinator, Museum Founder, Education Volunteers

Hours: 2 days per week (including Monday), permanent position

Holiday: 20 days pro-rata, public holidays pro-rata.

1) Job Purpose

Development and delivery of an education programme that is financial viable and sustainable. This includes delivery of existing products and development of new products for specific audiences.

2) Main Duties

- Develop a forward plan for the Museum's education programme
- Expand the Museum's educational offer with a view to generating income to support this expansion and contribute to the Museum's core costs
- Use Museum database and collection to develop new products aimed at relevant national curriculum areas
- Liaise with local teachers and tutors for input and advice
- Responsible for promoting education products and securing school bookings
- Deliver taught sessions in the Museum for school groups
- Responsible for training existing and new education volunteers to assist in delivering sessions
- Develop materials for FE/HE tutors to use as part of group student visits to the Museum (adding to an existing resource)
- Expand family learning at the Museum
- Trial outreach projects for specific audiences
- Develop and expand reminiscence activities
- Ensure all products reflective of diversity of local audiences

- Evaluate learning outcomes of all activities against an evaluation plan and implement changes where appropriate.
- Brief designers on producing materials and manage production processes
- Manage the content of the learning section of the Museum's website and contribute content for education newsletters
- Act as main advocate for education to public and stakeholders
- Integrate Museum publications into learning activities
- Lead or assist in funding applications for learning projects
- Support the work of other Museum team-members, such as events, visitor services, marketing and PR
- Such other comparable duties as may be required

3) Museum responsibilities

- Demonstrate a commitment to the principles of equality of opportunity and fairness of treatment.
- Respect all confidentiality, principles and practice of the Data Protection Act.
- Undertake further training as deemed necessary
- Assist in maintaining the security of the Museum and Museum visitors
- Comply with Fire and Health and Safety policies and legislation and to ensure the compliance and awareness of volunteers and visitors to the building.

4) Person specification

- Minimum 2 years experience in a paid education role within a Museum or similar
- Educated to degree level in a relevant subject
- Excellent teaching skills and the ability to communicate across the age ranges
- Good working knowledge of the National Curriculum
- Experience of developing a variety of teaching materials (desirable)
- Enthusiasm for and knowledge of collections relating to brands, packaging, advertising or design (desirable)
- Experience of training volunteers (desirable)
- Good organisational and classroom management skills
- Experience of developing resources for elderly people (desirable)
- Outreach experience (desirable)
- Understanding of basic budgets and costings
- Experience in Microsoft word, excel and outlook essential

How to apply

Please send your CV and a covering letter to anna@museumofbrands.com

All applications will be acknowledged.

If you require further information please call Anna on 020 7908 0881

Closing date: 6pm 20th February 2012