

# Bluecoat

## Blue Room Facilitator

### 10 hours per week (plus additional casual hours)

This role is to lead the artistic delivery and development of a new Blue Room group and programme at Norton Priory Museum and Gardens, Runcorn.

The post holder will develop and deliver weekly workshops and occasional events and exhibitions with a group of learning disabled young people and adults aged 16 - 25 from the Halton area.

### Job Description

**Responsible to**

Participation Manager (Bluecoat)

**Responsible for**

Participation Assistants, co-ordinators and volunteers supporting Blue Room.

**Main Purpose of Job**

To lead on the creative delivery and development of Blue Room, an arts and skills development programme for learning disabled young people and adults from across Halton. To use the heritage and environment of Norton Priory Museum and Gardens as an inspiration for visual art-led projects, with reference to contemporary arts programmes at Bluecoat and other venues. Ensuring that quality of delivery is consistently in line with the values of both Bluecoat and Norton Priory and that audience development opportunities are maximised across the programme.

**Internal Communication**

Participation, Programme and Marketing Teams at Bluecoat

**Teams**

Participation at Bluecoat, Education and Learning at Norton Priory Museum and Gardens.

**External Communication**

Norton Priory staff team, local voluntary sector organisations, education providers and social care providers, Blue Room members' families and carers, Halton Borough Council.

**Budget Responsibility**

For elements of the Blue Room Budget

**Hours of Duty**

The core contract is for 10 hours per week. 7 of these hours will be worked on a Friday from 9am - 4.30pm (with a half hour lunch break) for delivery of Blue Room at Norton Priory. The other 3 hours will be worked flexibly, sometimes based at Bluecoat in Liverpool. These are for planning, training, monitoring and evaluation and delivery of additional activities.

Additional casual hours may be offered to attend further training or to facilitate other activities in Bluecoat's programme. Any additional hours will be paid at an hourly rate of £11.49 (inclusive of holiday pay).

**Salary**

£20,000 pro rata (£5,333.33 per annum)

**Holidays**

9 days per annum (based on 33 days pro rata including bank holidays)

N.B. Holidays must be arranged in advance and in coordination with other members of the teams at Bluecoat and Norton Priory to ensure adequate cover for Blue Room.

**Contract details:**

Temporary until end of August 2019 with six month review.

**Principle Duties and Responsibilities:**

**Blue Room at Norton Priory Museum and Gardens**

1. To contribute to the set-up process for this new Blue Room project including the planning and delivery of member recruitment and operational set up.
2. To lead on the artistic delivery of Blue Room at Norton Priory using the heritage and environment of Norton priory and the artistic programme at the Bluecoat as inspiration for creative projects.
3. To work with the Participation Manager, Head of Engagement and Programme staff at Bluecoat as well as staff at Norton Priory to plan future creative programmes for Blue Room members and the involvement of guest artists.
4. To support Blue Room members to achieve against the established outcomes framework through their involvement in Blue Room and other activities at Bluecoat.
5. To assist Blue Room members in the development of art skills through demonstration, advice and supported practice.
6. To lead activities which support the integration of Blue Room members within wider community settings including working with children and young people both at Norton Priory and out in the community.
7. To actively contribute to the Safeguarding of Blue Room members and any children involved in the programme through a full understanding of Bluecoat's policy and procedures.
8. To support work experience students, creative apprentices and volunteers to be involved in Blue Room as required.
9. To work closely with Norton Priory staff to ensure that spaces are set up with appropriate furniture, equipment and materials for the session each day and left tidy and clean each day with equipment and artwork appropriately stored.
10. To ensure that basic materials for Blue Room are kept well-stocked in liaison with Norton Priory staff.
11. To source materials for specific projects and manage a budget for this purpose.
12. To oversee the documentation process through photos and help to keep an organised archive for Blue Room.
13. To initiate, plan and deliver visits to other cultural venues where appropriate.

14. To communicate with guest artists to ensure high-level of understanding as to the artistic goals of each project and priorities for activities.
15. To attend and input into regular Blue Room team meetings with other staff of the Bluecoat and partner agencies where appropriate.
16. To lead on the planning and installation of displays and exhibitions of work from Blue Room working with Blue Room members, Norton Priory staff and Programme staff and technicians from Bluecoat.

### **Across all sites**

17. To actively contribute to the planning and delivery of new emerging strands, such as the Blue Room studios project.
18. To support marketing and advocacy work about Blue Room where required.
19. To carry out duties with full regard to the Bluecoat's policies.
20. Undertake any additional duties that are reasonably commensurate with the level of this post.

### **Review Arrangements**

As this is a temporary role it will be reviewed on a quarterly basis with your Line Manager.

Blue Room Facilitator BF 29.4.2018



Supported using public funding by

**ARTS COUNCIL  
ENGLAND**

Blue Room at Norton Priory Museum and Gardens is funded by Arts Council England thanks to players of the National Lottery.