Heritage Learning and Interpretation Manager
Learning Department
Up to £32,000 plus attractive benefits
Fixed term contract - up to 4 years

Over the next three years, the Royal Academy (RA) will redevelop Burlington Gardens and link it to Burlington House, creating a new campus for art in central London. With the help of the Heritage Lottery Fund, the RA will, for the first time, also create a comprehensive learning and interpretation programme focusing on the 250-year history of the RA as a home for artists, the UK's first art school, our historic buildings and our brilliant but until now largely unseen, collection of art, books and archival materials. This is an exciting opportunity to be part of this transformative project.

We are looking for a talented, committed and creative person with experience in both interpretation, and gallery or museum education. You will have worked with families, teachers and students, young people and adults, and community partners to shape learning programmes and interpret collections, both on site and online. You will have managed volunteer guides and worked with trainees. You will have collaborated with curators, archivists, learning and digital teams to make art, architecture, history and heritage come to life. And you will have a passion for British art, working with artists, delving into history, and engaging with contemporary issues in art, history and culture. Ideally you will have worked on a previous Lottery funded project in this capacity or similar.

Because this is an ambitious project, you must have a proven track record of delivering activities on time and budget; excellent verbal and written communication skills, an innovative approach to work, and the ability to problem solve and take the initiative. You must be a confident, self-starter who can help ensure the successful delivery of our project. In return, we offer a rewarding position in a growing institution and the chance to be part of the RA's future.

For a recruitment pack and application form visit our website at:
www.royalacademy.org.uk/careers

Closing date for applications: **14 September 2014**
Interviews will be held: **w/c 22 September 2014**

JOB DESCRIPTION

Job Title:	**Heritage Learning and Interpretation Manager**
Grade/Salary:	**Up to £32,000 (4 year post)**
Department:	**Learning Department (and collaborative work with others)**
Reporting to:	**Head of Learning**

Background to Post

The Royal Academy of Arts (RA) has been awarded a Heritage Lottery Fund (HLF) Grant to transform Burlington Gardens and run an ambitious participatory Activity programme called *Reveal, Celebrate & Explore*. The transformation will take the RA's founding principles and reinterpret them for today's audiences. Part of our wider Masterplan (the Burlington Project), *Reveal, Celebrate & Explore* will catalyse the creation of world-class learning and visitor facilities across Burlington Gardens and Burlington House, to create a 2.5 acre arts campus, all in time for the RA's 250th anniversary in 2018.

Reveal, Celebrate and Explore activities focus on the significant heritage of the RA, drawing together architecture, buildings, the RA Collections (including the Library & Archive), and the stories of people and occupants past.

For the first time, visitors will be able to freely experience significant parts of the Collections in Burlington Gardens and the Link, which until now have been largely hidden from public view. The Collections, revamped buildings and newly digitised material will form the foundation and inspiration for projects, activities and events to reveal the RA's artistic/ cultural significance and history. To help us achieve these ambitious aims, the RA now requires a committed and experienced person to work up content and drive new heritage participation and learning activities forward.

The new Heritage Learning & Interpretation Manager will be based in the Learning Department but work collaboratively with staff in Collections, Architecture, Public Engagement and other teams. They will help the RA develop and deliver heritage activities and related, audience-focused interpretation, as outlined in the Activity Plan, for families, schools, young people, the Further Education sector, and the London communities with whom the RA has little sustained contact at the moment.

Key Responsibilities

1. <u>Interpretation/Content</u>
    a. To work closely with the Curator of Paintings & Sculpture, the Head of Learning, the Curator of the Architecture programme and the Digitisation Co-ordinator to develop and coordinate the delivery of cohesive, heritage-focused interpretative content for the audiences outlined above
    b. To collaborate with the Collections team on developing and writing text and other forms of printed interpretation for works in the Collections Gallery and Link, and printed heritage content in other formats.

c. To collaborate with Collections team and lead on developing narrative and text for the digital interpretation of the Collections and buildings, for the RA website, digital access points, a mobile app, working with the Digitisation Coordinator and Head of Digital
d. To work closely with colleagues in the Learning Department to develop heritage-focused content and interpretation that forms the foundation for activities and events for target audiences.

2. Heritage Activities for Target Audiences
    a. To serve as a resource for colleagues in the Learning Department who deliver workshops for teachers and students; family hubs, and talks
    b. To manage the heritage tours of the RA site
    c. To co-deliver the hoardings project, and support student-curated Lates;
    d. To work with the new Public Engagement and People departments to identify new partners and channels for developing new audiences among schools, families, young creatives, and under-represented groups, and ensure that all projects meet the needs of these audiences.
    e. To deliver these projects and activities on time and within budget

3. Working with Volunteers and Trainees
    a. To work with the Volunteer Development Manager and the project team to structure the programme for the Trainees, and to mentor and train three Heritage Trainees in heritage learning.
    b. To work with the Volunteer Development Manager to identify and define volunteer tasks and opportunities for heritage learning in the Activity Plan
    c. To manage the Volunteer Docents in the Learning Department who lead tours of the RA, with input from the Volunteer Development Manager.

4. Partnerships
    a. To establish and maintain good working relationships with new external project partners, across the four years of the project.
    b. To work with the Head of Learning, the Project Director and the Finance Department to conform to departmental and project/ budgetary requirements.
    c. To liaise with RA Marketing Team to promote heritage activities and events
    d. To work with the Head of Audience Insight to ensure that all activities are evaluated and monitored in accordance with the evaluation strategy set out in the Activity Plan.

5. To meet with the Project Director and Head of Learning regularly to discuss progress, targets and concerns. Carry out all necessary administration and reporting to support working with the HLF and contributing to the wider Burlington Project.

6. To carry out any other tasks necessary to ensure the Activity Plan is successfully delivered.

7. To build and extend a network of professional contacts to develop knowledge of current best practice in the area, and to participate in discussions with staff and fellow professionals to share expertise.

The successful candidate will have

Education

- Educated to degree level, or equivalent, in museum studies, art history or a related field. A post graduate qualification in a related field is additionally desirable.

Experience

- At least four years' experience of working within a heritage education, interpretation and/or participation context.
- Experience of developing a wide range of interpretation approaches to collections or heritage.
- Experience of/in developing interpretation for British Art dating from the eighteenth century to the present.
- A proven track record of working in engaging the public with heritage using or interpreting collections or buildings.
- Experience of managing or co-delivering complex public-facing or learning projects on time and budget.
- Proven experience of engaging the public in co-developing interpretative materials
- Experience of working with and/or understanding the needs of Volunteers
- Proven experience using different tools and techniques to engage diverse audiences and an understanding of any potential barriers to engagement

Skills

- Excellent communication skills, both written and verbal.
- Use of standard Ms Office software packages especially Word and Powerpoint
- Good logical, analytical and problem solving skills
- Effective time management, and an ability to prioritise / multi task effectively

Personal Qualities

- A flexible, innovative and creative approach to working.
- Excellent interpersonal skills, including tact and diplomacy.
- The ability to work collaboratively and to take the initiative or responsibility when required.