

## **Education Co-ordinator – General Information**

Signals is looking to fill the post of Education Co-ordinator. You may apply for this post as a full time 5-day post or part time 4-day post. If you apply please state which in your application in the job title box, or put no preference.

This is a central and vital role delivering our varied programme of education and training activities. The position involves working with children, young people and adults and also working with disadvantaged individuals, groups and communities.

Signals uses filmmaking and digital technologies to engage and teach a wide range of technical, creative and personal skills. Projects and workshops take place in schools, communities and in our own studio space.

Signals works directly with over 2,000 people per year, on around 60 different projects or activities.

Past film projects have won international awards and been shown in festivals around the world – we are keen to expand and develop and increase the quality of our work.

We are looking for committed and enthusiastic person who is keen to work with film and digital technology and help us use it to change lives. We would like people with production skills but also people with a passion for learning and developing.

The successful candidates will have the opportunity to work as part of a small friendly and supportive team. They will also work with a variety of freelance media professionals and artists, and potentially manage interns and volunteers.

There will be opportunities to learn and develop within the role, and to have input in to the activities of the organisation. You would have the chance to develop and deliver your own projects.

## **Education Co-ordinator**

Task and duties may include:

1. Delivering Youth Film Club
2. Delivering a range of courses for adults and children (as in our courses leaflet)
3. Taking bookings, providing information on courses and Signals activities

4. Devising and delivering projects – including budgeting, staffing, recruitment, contracting, monitoring, evaluation and reporting
5. Office duties include answering phone, mail and personal enquiries.
6. Assist in sourcing and applying for project funding.
7. Production – helping to create a range of films and digital outputs
8. Helping recruit participants and finding groups to work with
9. Developing learning materials, creating lesson plans
10. Developing partnerships and attending meetings on behalf of Signals
11. Recruiting, managing and developing freelancers and volunteers for project and course delivery.

We are often asked what is a day like as a Signals Education Co-ordinator. So we have outlined some of the areas of work and also quoted some past post holders.

Education Co-ordinator Position – A message from Lisa, past post holder 2008 to 2013:

‘I worked at Signals for 5 years and in this time I have truly been able to shape the role according to the needs of our business and the industry. The great thing about this job is that no two days are the same. One day I’ll be meeting clients and networking at events, the next I’ll be jumping around excitedly explaining how animation works to primary school children and later on I’ll be busily writing a funding application for a new project. The role would be great for someone who is flexible, passionate and a great problem solver but also offers a creative individual the chance to put forwards their own ideas for projects and business opportunities. Signals is a supportive and encouraging environment to unleash your ideas.

Signals is a wonderful place to work. You will be part of a small, dedicated core team, but will have the opportunity to work with lots of other people including funders, freelancers and partner organisations’.

Lisa Wright

In 2017 Jess said:

‘To date, I have learned new digital and filmmaking skills like editing, how to make games in Scratch, and to animate using a rostrum and Hue animation software.’

‘I guess, in a nutshell, what you will do is make things happen: You will be the go between, for Signals/ artists/ schools/ participants and parents and the general public. Document/ support/ co-lead and lead workshops. Prepare materials/ equipment/ evaluate/ and drive, to lots of new places all of the time.

If you like making things happen, if you like to learn, if you like film, digital arts, animation and you like people, then you will love this job.’

Jess White

Current post holder- Frazer Merrick:

Signals has supported my own development as both an artist and an educator, creating opportunities for me to produce large scale projects such as Plug In: Digital Arts Festival, or smaller projects like our weekly Creative Code Club. You get to be the cool person who goes into schools and makes a students day with a fun activity, or the knowledgeable person that local families will turn to for advice or guidance on how their child can progress.

Frazer Merrick

**Holidays:**

- In addition to public holidays you will have to 25 working days paid leave during each completed leave year.
- Part-time staff are entitled to a pro-rata holidays based on their working week.

**Probationary Period:**

- The successful candidate will be employed initially for a probationary period lasting six months. Confirmation in post is subject to satisfactory references and completion of the probationary period. The Company reserves the right to extend the probationary period.
- During the probationary period employment may be terminated by one week's notice in writing by either party.

**Interviews:** Scheduled for Thursday 19th April 2018