

## Freelance Workshop Facilitator: Young Audience Programme

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**Reports to:** Programme Producer - Young Audiences  
**Department:** Learning  
**Contract:** Freelance

### Commission scope

The Design Museum is looking to build a pool of freelancers with facilitation and creative industry experience. The role will require freelancers to plan and deliver a series of half-day creative 'masterclass' workshops for families (with children aged 7-11 years) and young people (aged 12-16 years), inspired by the museum collection, exhibitions and informed by contemporary design practice. There is also scope for additional commissions to develop and deliver further holiday and weekend activities within the programme portfolio.

Working closely with the Programme Producer: Young Audiences, the freelance workshop facilitator will lead on devising exciting and insightful activities that inspire and engage young people and families. They will bring the exhibitions to life for young audiences, drawing upon the displays and exhibition narrative, translating its content in to active participatory experiences. These hands-on masterclasses will enable children and young people to explore design processes and gain the confidence and skills to investigate the value of design and its place in the world around us.

This commission requires a highly organised, enthusiastic person who is happy to use their initiative and work autonomously. The successful candidate will be a flexible team player who is able to adapt and respond to change quickly. Candidates will require a background in 2D design and or 3D design practice, and experience of planning and leading workshops with young audiences.

Key deliverables within the commission will be to devise, prepare and deliver a series of three-hour masterclasses throughout the year held on the last Sunday of every month.

### Deliverables

#### Designing workshop content

- To utilise exhibitions as a starting point for masterclass content ideas. Curatorial notes, exhibition design plans and self-initiated research and development are essential.
- To produce workshop outlines, resources and relevant planning documents to ensure that each workshop is planned and prepared well with user experience central to the planning process.
- Ability to produce and test high quality prototypes as part of the planning process.
- To prepare industry insight presentations for every session.
- To prepare a range of warm-up activities to deliver at the start of every session.
- To order and prepare all materials and equipment required in advance of session delivery dates.

- To liaise regularly with the Programme Producer: Young Audiences to ensure the content, logistics and preparations are well planned and managed.
- To provide high resolution images and copy for web and social media marketing.

#### **Masterclass delivery**

- To lead and brief all assistants on the day of the session as to their roles and support requirements.
- To lead the set-up of the room with materials and equipment.
- To join the Visitor Experience Team morning briefings, updating all staff on the day's workshop content, participant numbers and location.
- To collect all registration details of participants and manage the sign-in process as they arrive, collecting any missing data as required.
- To manage the safety and well-being of all participants during the session.
- To manage the distribution and collation of participant evaluation forms and gather team review notes.

#### **Post session delivery**

- To collate all evaluation data and provide a summary at the end of every session.
- To lead the clear-up and pack-down of all materials and tools at the end of every session.
- To review session outlines and enhance session plans for future delivery.

#### **Co-ordination and communication**

- To ensure regular communication is maintained with the Programme Producer: Young Audiences. Including a minimum of two meetings with the programme producer followed by workshop outlines sent 1 month before the marketing deadline dates for approval and final risk assessments and workshop details 1 month before the delivery date.
- To co-ordinate the ordering and preparation of materials.
- To liaise with, and keep all Visitor Experience Managers informed of activities to ensure wider support is provided where needed.
- Work with and support all Learning volunteers and volunteers across the museum, ensuring their full integration to the smooth running of the sessions.

#### **Supplier requirements**

##### Essential

- Excellent facilitation skills and experience of working with young audiences
- Excellent knowledge of 2d and/or 3d design practice
- A passion for, and recent experience within, the creative industries
- Manage a supporting team with confidence and professionalism
- High standard of presentation and visual communication skills with excellent written and verbal communication skills
- Adaptable across a range of design practices and skills

- Ability to initiate own priorities and respond to deadlines

#### Desirable

- Working knowledge of museums and galleries
- Knowledge of the informal educational sector and its relation to informal programmes and cultural offers
- Experience of devising digital-based activities
- Ability to use digital design software such as Indesign, Photoshop, open-source programmes

#### **Fee and application process**

##### **Total fee: £1380**

The fee includes a minimum of 8 days total to include 3 x half days of session delivery plus planning, preparation and any expenses.

##### **Terms and conditions:**

Freelancers are required to obtain and maintain in force personal Public Liability Insurance and an up to date DBS check (the museum may also carry out its own DBS check).

The individual will be personally liable for their own tax deductions and national insurance contributions and providing their own material, tools and equipment to enable them to provide the services.

##### **Induction:**

Successful candidates must attend a full-day museum induction on Thursday 16 November 2017, 10.30am – 4.00pm. This will include time for an exhibition visit in preparation for generating initial proposals for masterclass sessions.

##### **To apply:**

Please email a covering letter which addresses the criteria as set out in the commission overview and supplier requirements, CV and digital portfolio of work to [Komal.Khetia@designmuseum.org](mailto:Komal.Khetia@designmuseum.org).

**Please quote job ref: YA Facilitator/2017 in the email subject header**

**Closing date for applications: 30 October 2017, 6pm**

**Interviews: Wednesday 8 November 2017**

##### **For further information please contact:**

Komal Khetia

Programme Producer – Young Audiences (Monday - Thursday)

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#### **About the Design Museum**

The Design Museum is building the world's leading museum devoted to contemporary design in every form from furniture to graphics, and architecture to industrial design. For the Design Museum, design is a

continually evolving subject which it explores through its exhibitions programme, permanent collection, learning and research activities. It is a way to understand the world and how you can change it. The museum's mission is to create the most engaging, exciting and inspiring design museum in the world.

Thirty-five years ago, Terence Conran established the forerunner of the Design Museum, the Boilerhouse, in the basement of the Victoria and Albert Museum (V&A) in London. As planned, the Boilerhouse quickly outgrew the V&A and in 1989 it moved on to become the Design Museum, in an architecturally striking transformation of a Thameside warehouse near Tower Bridge. Since then it has emerged as an institution with international status and significance, playing an important role in putting design and architecture on the cultural agenda.

The museum recently relocated from its home in Shad Thames to the landmark 1960s building in Kensington, West London. Leading designer John Pawson converted the interior of the building creating the museum's new home, giving it three times more space in which to show a wider range of exhibitions, showcase its world class collection and extend its learning programmes.

### **Our mission, vision and values**

#### Our vision

We want everyone to understand the value of design.

#### Our mission

To create the most inspiring, exciting and engaging Design Museum in the World.

#### Our values

Welcoming everyone to the museum and making them feel it's a place for them.

Collaborative - engaging with many partners to bring our vision to life

Enterprising - working hard to make the museum a financial success and build a strong commercial reputation.

Provocative - challenging people to look and think afresh about design.

**[designmuseum.org](http://designmuseum.org)**