

Head of Learning

Reports to: director

Department: learning and research

Contract: permanent

Overview

The Design Museum opened in Kensington in November 2016 with the vision to inspire everyone to understand the value of design. In its first year the learning programme reached over 50,000 learners nationally, on and offsite and digitally. This is an opportunity for an energetic and resourceful individual committed to design education to build on the firm foundations and take the award winning learning programmes from strength to strength. The Head of Learning will champion the role of learning both internally and externally and will develop outstanding programmes and resources for learning about, through and for design, positioning the Design Museum at the forefront of practice in museum learning, and promoting it as a centre of debate for the sector.

Job scope

The Head of Learning manages a dynamic and high performing team of four Learning Producers and a Manager for the Design Ventura programme. Producer roles include Schools; Further and Higher Education; Young Audiences and Adult Learning. These reports cascade to a further team of design educators and volunteers, managed by the Producers. The role includes budget and decision making responsibility across programme expenditure.

Job description

Leadership and management

- Develop strategies, policies and programmes across the learning portfolio that maximise the museum impact in the sector and deliver its vision
- Providing thought leadership on the development of the museum's learning portfolio
- Managing staff in accordance with the museum's policies and procedures, leading and inspiring direct reports and the wider team to achieve the highest level of performance and develop their skills and talents to enable them to reach their full potential. Line report responsibilities include undertaking regular performance appraisals, creating professional development opportunities and providing regular positive and developmental feedback
- Managing the overall quality, content, development and direction of the museum's Learning Programmes to position

Learning as a market leader with unique and high quality appeal

- Ensuring that the Learning Department has the appropriate organisational structure and people resources to deliver its operating plans
- Working with and supporting volunteers and ensuring their full integration into the museum
- Undertaking any other reasonable duties as required by the Director
- Deputising for the Director as required

Operational

- Overseeing Learning Programmes to ensure activity meets KPIs and associated targets
- Ensuring sound financial management of Learning Department expenditure and income lines to maximise outcomes for learning
- Overseeing the use of the Swarovski Foundation Centre for Learning as a world class venue for contemporary design education in the museum
- Ensuring the smooth day to day running of departmental activities including ticketing and marketing

Evaluation and reporting

- Contributing to major statutory funding proposals and reporting for Arts Council England on learning activity across the learning portfolio
- Working with the fundraising team to identify prospects and providing relevant reporting information in a timely manner
- Capture and analysing self-evaluation data and presenting this in clear, concise internal reports, making suggested recommendations to focus future development

Programme development

- Overseeing the development of learning resources and programmes including digital activities to deliver the museum's learning ambitions
- Leading the development and delivery of special projects including Design Ventura and regional outreach
- Supporting the infrastructure to deliver the museum's digital learning offer
- Maintaining responsiveness in learning to changes and developments in design education - both in relation to formal sector learning and via influential design trends and innovation

- Overseeing the museum's flagship MA on Curating Contemporary Design in partnership with Kingston University

Advocacy

- Advocacy in the cultural sector on behalf of the museum, for the role of learning in creative education
- Developing and sustaining a range of strategic partnerships with relevant cultural organisations and key education and community agencies to promote the museum and its education activities to the widest audiences and range of learners
- Maintaining and extending the good reputation of Learning at the museum

Museum-wide responsibilities

- Participating as a member of the Management Team providing internal advocacy for learning, identifying and acting on internal opportunities
- Responsible for programming the internally facing Museum Updates
- Working museum wide to ensure access and equality provision of learning is embedded in the life of the museum and that the museum's Learning activities are as open, inclusive and accessible as possible to all, and particularly in relation to learners with Special Educational Needs and/or risk of cultural or geographical exclusion
- Advocating for the needs of learners across the museum by contributing to cross-departmental teams
- Building strong working relationships with all other DM departments in order to ensure smooth running of the support base for learning activities
- Working with Exhibitions colleagues to ensure learning opportunities are met for formal and informal learning audiences

Person specification

Knowledge, skills and experience

Essential

- Suitable professional experience in museum education or similar cultural organisation
- Demonstrable understanding of learning in a museum or related cultural field and wider contexts and how these shape programme delivery and development

- Able to draw on a wide network of contacts including professionals, speaker and experts in design education and more widely to deliver activities.
- Knowledge of policy and curricula contexts for design education and cultural learning
- Demonstrable understanding of how digital media can be used to promote and deliver learning programmes, including software, hardware and social media
- Demonstrable interpersonal aptitude, including the ability to negotiate with a range of people with differing agendas and deliverables in order to meet programme objectives
- Passionate about design education for all
- Commercial acumen and ability to achieve income targets with excellent budget management skills and experience
- Creative flair and courage to try new approaches with the drive to get the job done calmly and with confidence
- Excellent communication and IT skills including Excel and Word packages

Desirable

- MA in design education or related field
- Experience of devising and delivering evaluation activity
- Experience of working on a commissioning and consultancy model
- Understanding of marketing strategy and audience development
- Experience of advocating externally

Terms and conditions

Salary: competitive

Holidays: 25 days per annum

Hours: full-time, 40 hours per week

The museum offers many other benefits including access to a defined contribution pension scheme, season ticket loan, childcare voucher scheme, cycle to work scheme, free entry for friends and family to the museum, a variety of staff discounts including the museum shop and restaurant and free entry to a wide number of galleries and museums in London.

Application process

To apply please email a covering letter which addresses the criteria as set out in the person specification, CV and Applicant Information Form to applications@designmuseum.org.

Please quote job ref: HoLearn/2017 in the email subject header
Closing date for applications: Thursday 11 January, midday
Interviews:
First interview: Thursday 18 January 2018
Second interview: Wednesday 24 January 2018

Due to the high volume of applications the museum receives we are unable to provide a response to applications on an individual basis. If you do not receive a response from us within two weeks of the closing date then you can assume that you have not been successful on this occasion.

The Design Museum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

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