

## JOB DESCRIPTION



### STUDIO & ENGAGEMENT TEAM PROFESSIONAL PRACTICE COORDINATOR

Tashkeel is a contemporary art and design organisation based in Dubai. It wishes to engage a resourceful, experienced and inspiring individual to oversee and grow Tashkeel training programmes for professional practitioners of art and design. This is a new position in the Studio and Engagement team.

The Professional Practice Coordinator works closely with the Education & Outreach Coordinator in the Studio and Engagement team. Together with the Membership Coordinator and Studio & Engagement Manager, they implement a high-quality studio and engagement programme at Tashkeel (Nad Al Sheba and Al Fahidi) and other locations that maximises profit, participation and quality of experience. The annual programme is seasonal (Jan-Mar; April-May; June-Aug; Sept-Dec) and consists of:

<i>Professional Practice Coordinator</i>	<i>Education &amp; Outreach Coordinator</i>
Practical workshops that activate each Tashkeel studio for practitioners, both beginners and advanced	Practical workshops that activate each Tashkeel studio and nurture creativity and artistic ability among the wider community (children and adults, including schools, universities and community groups).
Theoretical workshops for practitioners including but not limited to Critical Dialogues and Professional Practice	Seasonal children's camps, offering a wide range of sessions that help young minds perform in a dynamic world
Public talks and other activities accompanying exhibitions and events	Delivery of workshops and talks offsite for third parties including but not limited to Youth xHub and Dubai Design District
Exclusive events for Tashkeel members	

#### Key Tasks of Professional Practice Coordinator

- The Professional Practice Coordinator is responsible for
- Practical workshops that activate each studio for practitioners (beginners and advanced) and are delivered by Tashkeel team members, visiting artists/designers-in-residents, exhibitors and international and national instructors (individuals and organisations)
- Theoretical workshops for practitioners including but not limited to Critical Dialogues and Professional Practice that are delivered by Tashkeel team members, visiting artists/designers-in-residents, exhibitors and freelance instructors
- Public talks and other activities accompanying exhibitions and events
- Support the Membership Coordinator in delivering exclusive events for Tashkeel members, when required

- With the rest of the Studio and Engagement team, develop a high-quality programme on a seasonal basis (Sept-Dec / Jan-Mar / April-May, June-Aug) at Tashkeel's two locations (Nad Al Sheba and Al Fahidi) that maximises participation and quality of experience.
- Schedule and co-ordinate practical workshops for art and design practitioners that activate the studios and/or facilities of Tashkeel, including but not limited to: Screenprinting; Textile printing; Photography Studio; Darkroom; Risograph; Digital Lab; Fine Art; 3D and garden
- Schedule and co-ordinate theoretical workshops for art/design practitioners including but not limited to Critical Dialogues and Professional Practice
- Schedule and co-ordinate public talks, panel discussions and other activities accompanying Tashkeel exhibitions and major events
- Working with the Studio & Engagement Manager, co-ordinate creative learning activities by visiting artists/designers-in-residents and exhibitors
- Identify, assess, brief, negotiate and contract freelance instructors with the skills and expertise to deliver high quality participatory workshops. Build list of preferred instructors with the Education & Outreach Coordinator.
- Define workshop expenditure, minimum capacity and determine price according to the Tashkeel workshop formula
- Obtain approval in a timely manner from Finance on the price of workshops prior to public release
- Together with the Education & Outreach Coordinator, maintain workshop material and equipment inventory. Keep a record of materials used for workshops. Recommend purchases as and when required
- Provide all source material in a timely manner for the effective marketing and promotion of workshops and other activities within the studio and engagement programme.
- Advise the Marketing & Sales team on the design, production and distribution of promotional material for workshops, talks and other activities
- Monitor workshop bookings taken through the website, reception and other points of sale. Sessions under capacity should be cancelled/postponed subject to approval of the Manager. Sessions that are over-subscribed should be rectified or repeated.
- Liaise with Finance on workshops cancellations and refunds
- Liaise with Reception on the accurate registration of paid workshop participants
- Assist instructors in the delivery of workshops and deliver workshops directly befitting individual's skills and expertise
- Undertake instructor and participant evaluation of workshops and submit reports at the end of each season to Manager

- As part of the Studio & Engagement Team, regularly assess the professional development needs (practical and theoretical) of artists and designers in the UAE
- As part of the Studio & Engagement Team, monitor art and design training provision in the UAE and make recommendations that will ensure Tashkeel remains a sector leader
- Ensure all contacts are entered in the Tashkeel database and updated
- Ensure Tashkeel studio and engagement programme comply with health, safety standards at all times.

### **Other Duties**

- Spend between 2 and 4 hours per week in the Tashkeel studios developing own practice and liaising with members, subject to completion of administrative priorities
- Collaborate with the Tashkeel team ensuring effective and efficient planning and delivery
- Provide cover for the Education & Outreach Coordinator in the event of emergency leave, holiday and illness.
- Conduct tours of Tashkeel and its exhibitions and provide general information
- Research ideas to promote and develop Tashkeel and look for new opportunities that could contribute to Tashkeel's future growth and success
- Work closely, professionally and co-operatively with the team, communicating effectively and providing progress updates
- Make a positive contribution to the development of Tashkeel as a whole
- Be an active and supportive member of the Tashkeel staff team.
- Any other reasonable duties that arise to fulfil the objectives of the role.

*This job description is not an exhaustive description of duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.*

### **Essential Requirements**

- At least two years' experience in visual art and design learning and/or community arts
- Excellent knowledge of the visual arts and design field in the UAE
- A wide and varied network of professional contacts and relationships
- Experience of project development and delivery
- Excellent interpersonal skills with people of all ages and backgrounds
- Experience of evaluating own work and measuring project impacts;
- Excellent organisational and problem-solving skills
- Excellent communication and presentation skills

- Good IT and numeracy skills
- A good self-motivator, creative thinker with a flexible approach.
- Knowledge of relevant legal requirements and health and safety standards
- Knowledge of school, further and higher education policy, practice and curriculum developments

**Deadline for applicants: Midnight (GMT+4), Saturday 26 January**