

**Harbour House Trust**  
**Registered Charity number: 1178282**  
**Registered office address:**  
**Harbour House**  
**The Promenade**  
**Kingsbridge**  
**Devon**  
**TQ7 1JD**  
**01548 854708**



**Assistant Producer Education and Engagement, Harbour House Trust,  
Kingsbridge**

Flexible hours with hourly rate of £25.00

Based at Harbour House, Kingsbridge and working at HH and locations across the South Hams

Responsible to: Education and Engagement Curator, Harbour House

Key Functions:

Responsible for: The Assistant Producer for Education and Engagement will provide support to the Education and Engagement Curator, and the wider Harbour House Team. This is a career development role and an opportunity for the successful candidate to learn more about the arts education sector, gain valuable practical experience in the planning and delivery of arts and cultural events and make connections with other like minded organisations and individuals. It is paramount that the candidate is confident working with diverse participant groups and in working independently. It is more important that you have experience in working with community members who experience barriers to access, than that you have prior experience of working in the arts.

Outline of role:

- Support aspects of producing HH's Education and Engagement programme, across the visual art and movement for wellbeing offer
- Assist with delivery of events, workshops and any other relevant engagement activity  
Supporting lead practitioners to engage and welcome all participants in a safe and inclusive way
- Be responsible for designing and collecting evaluation data for engagement activities, and documenting where appropriate
- Creating risk and access assessments for engagement activity
- Lead on some administration tasks across the engagement programme, including preparing, issuing and circulating contracts for practitioners and creative teams as required, creation of contact sheets, schedules and other admin tasks.
- Support positive partnership working by communicating with project partners in a timely and professional manner
- Support one-off and ongoing learning and engagement events at HH and across the South Hams.

- Be responsible for supporting the marketing of engagement activities.
- Uphold and adhere to the Trust's Safeguarding, Health and Safety and other relevant policies.
- Uphold and champion the ethos and working culture of Harbour House Trust especially Equity, Diversity and Inclusion

#### Key Skills

- You will have a lively interest in contemporary art and movement practices, and a willingness to engage with new work
- You will have good communication skills (written and verbal) with a wide range of people
- You are committed to and understand the importance of working with community groups underserved by the culture sector
- You will have experience in working with community groups
- You will have a professional manner and good computer literacy (specifically Google Workspace)
- You will have the ability to confidently work alone and unsupervised
- You are committed to cooperation and teamwork
- You are committed to the ethos and working culture of Harbour House Trust especially Equity, Diversity and Inclusion
- You will have undertaken (within the last two years), or be willing to undertake, safeguarding training for children, young people, and vulnerable adults
- You will have undertaken (within the last two years), or be willing to undertake, first aid and mental health first aid training
- A Disclosure & Barring Service enhanced certificate is necessary for this role
- You are over 18
- A valid full clean driving licence is preferred as sometime we work at different locations
- Flexible working required

#### Interested in joining our team?

To apply, please contact us with your CV with a covering letter by 19th August 2024 to [beth@harbourhouse.org.uk](mailto:beth@harbourhouse.org.uk)