

Job Description

Learning Coordinator

JUPITER+
DUNDEE

Jupiter Artland Foundation

- **Closing Date: 5pm Thursday 10th July**
- **Contract Type: fixed term, 5-month contract Start date: TBC**
- **Working Pattern: 5 days per week (Monday to Friday, school hours)**
- **Salary: £26,000 - £28,000**

We are happy to talk flexible working

Interviews planned for 16th & 17th July via Zoom.

About Jupiter Plus

Jupiter Plus is an educational outreach initiative aimed at fostering creativity and digital literacy through innovative, hands-on learning experiences. Our green screen workshop brings media production skills into the classroom, empowering young people to explore storytelling, digital arts, and technology.

Key Responsibilities

- Coordinate and deliver educational visits to artwork installations on Dundee Reform Street.
- Facilitate engaging, hands-on workshops and tours for S4–S6 pupils, FE students, and community groups.
- Support learners in developing critical thinking and awareness of contemporary art practices.
- Help maintain and manage the Learning Classroom on Castle Street: ordering supplies, general upkeep, and reporting issues.
- Communicate and collaborate with the Visitor Services Team and local Dundee partners.
- Support and co-deliver aspects of the ORBIT Youth Collective programme.
- Manage a contact database; gather and evaluate participant feedback for reporting.
- Champion accessibility, diversity, inclusion, and sustainability in all learning activities.
- Follow Jupiter Artland's policies and procedures, including coordination of freelance staff and volunteers.

Essential Skills & Experience

- Strong experience in facilitating creative and innovative learning experiences.
- Excellent coordination and administration skills – ability to manage a busy and varied schedule.
- High attention to detail – able to maintain high standards in presentation and upkeep of learning spaces and artwork.
- Effective communicator with the ability to engage learners of different ages and backgrounds.
- Commitment to inclusive practice and collaborative working within communities.
- Confident working independently and as part of a multidisciplinary team.

Role Overview

- Based in Dundee, delivering off-site learning as part of Jupiter+, a new commissioning and outreach initiative from Jupiter Artland. The role involves working with secondary schools, FE colleges, and community groups to enhance access to contemporary art and digital literacy.
- A central part of the role is supporting the green screen workshop, using media and storytelling to foster creativity in young learners.
- Supports the delivery of the ORBIT Youth Collective programme for 16–18-year-olds in Dundee.
- Combines art education, community engagement, and event coordination in a dynamic, creative environment.

Desirable

- Experience with green screen technology, digital storytelling, or media production in an educational setting.
- Background in contemporary art, art education, or creative facilitation with young people.
- Experience coordinating youth programmes or arts-based outreach initiatives.
- Knowledge of or connection to the Dundee area/ community.

How to Apply

Jupiter Artland Foundation values a diverse workforce and welcomes applications from all sections of the community.

The closing date for applications is 5pm Thursday 10th July. Please send cover letter and CV to:

- jupiterplus@jupiterartland.org
- Call Douglas Guest on 01506 889900 for more info.