

# Groovy Art Workshops

Groovy Art Workshops is an arts/events company designing and delivering educational creative activities and events to children and young adults. We do everything from masking making to digital art – furniture design to robotics... Nothing too neat, mess guaranteed! We also teach the academic subjects using art through the design and creation of a specific learning path - a child's learning groove.

We aim to provide educational experiences that are designed to provide the opportunity for children to extend and expand their imagination; encouraging them to be creative and form a fulfilling perspective towards learning; that there should be pleasure in playing, working, talking and inventing together.

A copy of the job description for Assisting Artist Facilitator is attached. We at Groovy Art Workshops (GAW) are looking for committed individuals who are interested in supporting the creation and delivery of this company's services during the summer holidays in the SW London area.

We are looking for a range of artists from a variety of creative disciplines who have experience in delivering a range of creative courses/workshops to children and young adults ranging from 5 – 18 old:

- Animation/computer visual artists
- Textile/fashion
- Visual Arts

.We are ideally looking for artists who can commit to the entire 6 weeks of the holiday summer break, Monday – Friday, 8:30am – 4:30pm. Artists must work with sensitivity, and encouragement, whilst working to ensure the participants complete the project.

Artists should have a minimum 1 yr experience delivering creative workshops/projects within the community and **must** have current DBS clearance, current CV and two detailed referees. As part of the selection process all candidates must complete our [pre-interview questionnaire](#).

General Enquiries: Tel.: 0844 357 9472

Applications should be emailed to: [recruit@groovyartworkshops.co.uk](mailto:recruit@groovyartworkshops.co.uk) .

**Deadline:** Friday 8<sup>th</sup> July '16  
**Interviews:** Week Commencing: Monday 11<sup>th</sup> July '16  
**Start Date:** Monday 25<sup>th</sup> July '16

**Fee:** £60.00 per day

You may, if you wish, send links of samples of your work along with your application.

Thank you for your interest.

Yours sincerely

Karen Day  
HR & Administration

# Groovy Art Workshops

## Job Description

Job: **Assisting Artist facilitator (AAF)** Report to: **Supervising/Lead Artist Facilitators (SAF/LAF)**  
Assisting in the delivery of creative activities and events to young children.

### Duties:

- To ensure that all children have name labels upon entering the premises and are **removed after workshop sessions, before they vacate premises/area.**
- To ensure that each child is booked in/booked out at the **start and end** of each workshop session in the register folder..
- GAW staff must wear name badges and uniform.
- Preparation and organisation of materials and equipment for use at the start/end of each workshop session.
- Cleaning and putting away of materials, equipment and general area and vicinity after each workshop session.
- To assist where workshop sessions may include, visit(s) to leisure, local amenities or visitor attractions.
- To fulfil other duties that assists the operational running and delivery of creative workshops/events/parties
- Liaising with classroom teachers, volunteers, and school staff.

Every employee is responsible for their own health and safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

This is not an exhaustive list of requirements and duties and these may change over time as requirements and circumstances change. This is a description of the duties and responsibilities of the post at the date of publication. The person in the post may also have to carry out such other duties as may be necessary from time to time.

# Gr◎◎vy Art W◎rksh◎ps

## Job Specification

Post: **Assisting Artist Facilitator (AAF)**

Hours of Work:

### Essential Criteria

Creative/artistic background

Literacy and Numeracy

Experience working with the general public.

At least one years previous experience teaching/facilitating/working within the community/schools.

### Skills and Abilities

- Flexible in their working hours.
- Committed to providing a service that actively enhances participants' creative enjoyment.
- An excellent communicator and good interpersonal skills
- Ability to diffuse difficult situations
- Can work as part of a team as well as use own initiative.
- Has clear empathy with children.
- Reliable
- Organised and efficient
- Prepared to travel

### Equal Opportunities

Essential

Ability to understand the need for an equal opportunities policy.

### Desirable

Driving licence

### Any related physical requirements

Ability to lift and carry packing/travel cases, objects and light furniture.