

# STPI

Creative Workshop & Gallery

## JOB DESCRIPTION

Job Title	Senior Education Instructor
Job Level	
Department	Gallery – Education & Outreach
Reporting To	Gallery Director
Subordinate(s) (if applicable)	Not Applicable

### Overall Job Objectives:

The Senior Education Instructor is responsible for working closely with the Senior Education and Outreach Executive to deliver a diverse and dynamic public program for schools as well as members of the public, with the aim of promoting STPI as a venue for learning and participation.

STPI is a leader in contemporary art practice with print and paper. Our mission is to help develop Singapore as a leading player through engagement with the international art community, with the aim of developing an appreciation of print and paper art practice and inspiring the visual arts community on manifold possibilities.

### Core Responsibilities:

The Senior Education Instructor is required to:

- Create a comprehensive learning strategy for the year in line with STPI's overall mission and vision
- Develop a rich and engaging programme of workshops and other activities centering around STPI's exhibitions line-up or particular events
- Actively liaise with schools (from primary levels to tertiary) and educators to promote STPI as a resource for art education and learning
- Create and develop educational resources for members of the public, schools, and other interest groups
- Deliver talks, workshops and activities in partnership with other institutional and/or educational facilities
- Develop further activities which the local community and community groups to promote particular exhibitions;
- Collate, analyse and apply feedback on the educational activities provided
- Collaborate with other museum staff, particularly within the Visual Arts Cluster and Robertson Quay neighbourhood partners to develop joint and synergized outreach activities
- Represent and promote STPI on external educational bodies in order to establish a network of useful and productive partnerships
- Manage the Education team's programs budget and expenses
- Develop and source extra manpower for education and outreach programs/events when needed eg, Annual Open House
- Support the set up and logistics for any public program activities held within the gallery

## **Outreach**

Further to the core responsibilities, the incumbent will work in close collaboration with the Senior Education and Outreach Executive, to create and develop high quality tailored programs of learning and participation. These programs are varied as well as informative and aim to engage audiences from all age groups. Examples of some programs:

- School / Public Hands-on Workshops related to STPI exhibitions
- STPI's Annual Open House
- External outreach programs: eg. Istana Event Outreach
- VAC Joint Education Initiatives
- School / Public Guided Tours of Exhibitions
- Hands-on Workshops

## **Workshops**

- Responsible for new initiatives of public workshops and organizing and conducting the workshop sessions:
  - Etching
  - Screen Printing
  - Relief Printing
  - Paper Making
- Develop new and enhanced workshop offerings which would increase workshop participation and maximize STPI as a learning resource for all groups or individuals
- Maintain the Guest Workshop, keeping track of the materials for workshop sessions and procuring the materials when necessary
- Manage Guest Studio Membership by promoting it, tracking the membership status and guiding members with technical matters.

## **STPI's Creative Workshop Internship arrangement**

- Liaise with Art Schools, Universities and Polytechnics to source sufficient interns for STPI's Creative Workshop
- Process the internship program through application, interview, agreement and time sheet

## **Job Specifications:**

- Diploma or Certificate in teaching or conducting workshops
- At least 3-5 years' experience in printmaking practice and teaching
- Experience in developing learning programmes for children and adults
- Fluent in English and one other language
- Good communication/public speaking skills
- Experience in printmaking and familiar with the visual arts scene in Singapore
- Ability to work on the weekends or public holidays when necessary

## **Key Deliverables:**

- Create and develop new educational and outreach programmes to reach out to new audience segments
- Increase visitorship numbers at STPI via public programmes
- Representing and promoting STPI with external educational or cultural bodies to establish a network of partnerships and ultimately creating more visibility and awareness of STPI's workshops and public programmes

Prepared By	Rita Targui
Date	29 April 2019
Updated On	29 April 2019
Approved By	
Approved On	