

STPI

Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Senior Instructor (Education & Outreach Programmes)
Job Level	
Department	Gallery – Education & Outreach Programmes
Reporting To	Gallery Director (Programmes) Head of Workshop (Guest Studio Maintenance)
Subordinate(s) (if applicable)	Executive (Education & Outreach Programmes)

Overall Job Objectives:

Working closely with the Gallery Director, the Senior Instructor, with the support of the Outreach Executive, is responsible for delivering a diverse and dynamic public programme for schools as well as members of the public. The aim of promoting STPI as a venue for learning, creativity and participation from diverse audiences is of utmost importance. The Senior Instructor will also be responsible for the upkeep and maintenance of all printing presses, tools, and equipment that occupies the space. This includes weekly and monthly calibration of presses, checking inventory, and general cleaning of the Guest Studio. This position will work closely with the Head of Workshop to report any issues that may arise in the Guest Studio as it pertains to the equipment.

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.

The Senior Workshop Instructor is required to:

Content

- 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 and other special events such as Open House
- Work in close collaboration with the 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
- Create and develop educational resources for members of the public, schools, and other interest groups when needed
- Collate, analyse and apply feedback on the educational activities provided
- Collaborate with other museums/organizations, particularly within the Visual Arts Cluster and Robertson Quay neighbourhood partners to develop joint and synergized outreach activities

- Manage the Outreach 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

- Actively liaise with schools (from primary levels to tertiary) and educators to promote STPI as a resource for art education and learning
- Deliver talks, workshops and activities in partnership with other institutional and/or educational facilities
- Develop further activities for the local community and community groups such as embassies, People's Associations, Foreign workers' related organisations to promote STPI's exhibitions
- Represent and promote STPI on external educational bodies in order to establish a network of useful and productive partnerships

Public 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

Guest Studio Maintenance

The Guest Studio is a 700 sqft. multiuse printmaking studio located at STPI's Creative Workshop and Gallery and is used for educational programs, facilitating artist, educating docents, and demonstrating printmaking techniques to the public.

The successful applicant will:

- Contribute to the care and day-to-day operation of the printmaking workshop including the management and maintenance of specialized equipment.
- Have experience and competence in a range of screen-printing, lithography, intaglio and relief printmaking processes and all associated equipment and materials.
- Have a competent knowledge and understanding of the hazards associated with printmaking equipment and processes; in particular those related to the use of printing presses, chemical handling and the maintenance of specialist equipment. Experience of relevant safe working practices and high degree of knowledge in all appropriate procedures is essential.
- Knowledge and understanding of creative software packages such as Photoshop and Power Point will be necessary skills.
- 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

- Bachelor of Fine Arts in Printmaking
- At least 3 years experiences in printmaking practice and teaching
- Experience in developing learning programmes for children and adults
- Fluent in English and one other language
- Excellent communication/public speaking skills
- Able to problem solve and apply initiative
- Ability to demonstrate a positive and flexible approach whilst working under pressure
- Ability to work as a team and on weekends when necessary is essential

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 pogrammes

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