

Access Assistant
Learning Department

Salary up to £20,000 pro-rated, dependant on experience, plus attractive benefits
Part time - 3 days a week

The Royal Academy of Arts is one of the UK's foremost arts institutions. Its public programme promotes the creation, study and enjoyment of art to a wide range of audiences through exhibitions, education and debate. The Access Programme sits within the Learning Department. Through events and other resources it engages with a diverse audience, including visitors with limited mobility, hearing and visual impairments, mental health issues and dementia, and young people learning disabilities.

An exciting opportunity has arisen for an Access Assistant, who will support the Access Manager in researching, developing, communicating and delivering the Access Programme, as well as promoting awareness of disability issues across the RA.

You will have good knowledge of arts learning programmes and how they may relate to audiences at risk of exclusion from the arts world, and of access issues including legislative requirements and practical issues of physical, emotional and attitudinal access.

You will be supremely well organised, a strong administrator and fully IT literate. You will have a flexible and energetic approach and be able to manage your time effectively. You will require excellent verbal and written communications skills, plus an ability to build strong working relationships.

To be successful in this role, it's important you have a genuine interest and knowledge of the visual arts and a sound understanding and knowledge of the Royal Academy of Arts.

For a recruitment pack and application form visit our website at:
www.royalacademy.org.uk/careers

Closing date for applications: 14 September 2014
Interviews will be held: w/c 22 September 2014

JOB DESCRIPTION

Job Title: Access Assistant
Department: Learning
Reports to: Access Manager
Position: 3 days a week - Monday, Thursday, third day flexible and may include some evening and weekend work

MAIN OBJECTIVES

- Assist the Access Manager in researching, developing, communicating and delivering an engaging and relevant programme of events for disabled audiences and people at risk of exclusion from the art world. Our current programme includes engaging with:
 - Deaf, deafened and hard of hearing visitors
 - Blind and partially sighted visitors
 - Visitors with limited mobility
 - Individuals living with dementia
 - Students and teachers in SEN schools
 - Learning disabled young people and adults
 - Individuals experiencing mental health issues
 - Families with disabled children
- Assist the Access Manager to promote awareness and address disability issues across the RA

MAIN DUTIES

1. Assist the Access Manager to plan, promote and deliver the Access Programme by providing general administrative support including:
 - a) Responding to general access queries and requests
 - b) Completing event and catering forms and attending Facilities Meetings
 - c) Ensuring workshop leaders have relevant materials to support their preparation for events (catalogues, audio guide transcripts, exhibition images, curator tour invites)
 - d) Liaising with artist educators, art historians and other relevant freelancers and RA staff to order, prepare and coordinate the movement of materials for events
 - e) Coordinating and developing ways to promote access events
 - f) Compiling copy for RA publications and website
 - g) Gaining and filing permission for event images
 - h) Coordinating volunteers for events
 - i) Contributing to and developing ways of evaluating programmes
 - j) Researching and contributing to awareness of other London access programmes/research in this field
2. Facilitate the effective running of access events across our two sites by assisting artist educators, speakers and other relevant freelancers to host and deliver workshops, talks, tours and conferences.
3. Assist with coordinating access volunteers and work study students.
4. Support the planning and running of regular Access Focus Group Meetings and their subsequent follow up actions.

5. Assist with coordinating Large Print Guides for exhibitions
6. In conjunction with the Access Manager, respond to complaint letters regarding access issues and follow-up to ensure effective resolution.
7. Assist the Access Manager to work for better provision for visitors with disabilities within the RA:
 - Maintain good internal working relationships with relevant RA staff to ensure disability awareness and to ascertain and help address access issues
 - Schedule and support the delivery of a range of regular disability related training sessions
 - Contribute to research to keep abreast of disability law, disability related news items and developments relating to access and public venues
8. Undertake any other task, which may reasonably be required by the Access Manager or Head of Learning

PERSON SPECIFICATION

Essential Experience, Skills, Knowledge and Personal Qualities

- Good knowledge of Arts learning programmes and how they relate to a range of audiences specifically those facing barriers to accessing the art world
- Some knowledge of access issues; legislative requirements, practical issues of physical, emotional and attitudinal access
- Strong interpersonal skills to build close working relationships with colleagues, volunteers and freelance educational and access professionals
- Excellent written and oral communications skills - to write, edit and contribute to copy related to the Access Programme and to warmly and effectively deal with informing and hosting audience members
- Strong administrator, well-honed organisational skills
- Fully IT literate (Outlook, MS Word, Excel, PowerPoint – ideally version 2010)
- Knowledge of health and safety issues
- A strong ability to manage time effectively, prioritise and see projects through to completion
- Flexible and energetic approach to work and the ability to work closely with others to help them achieve their goals whilst at the same time introducing access concepts
- An interest in the visual arts and architecture and commitment to the objectives of the Academy