

Role: Art Instructor **Hours:** 2 days p/w plus cover (Contract role) **Location:** Godalming, Surrey **Reports to:** Creative Director

Key responsibilities

To work with artistic director regarding briefs and direction of art works led by the styles of the artists.

To recognise and help develop each person's artistic potential.

To act as inclusion support ensuring all artists, volunteers, staff and trustees feel informed and included. Ensuring all invited and welcomed in all areas.

To plan sessions and develop ideas running art sessions to support artists creating artworks for show ensuring or are included and treated equally.

To support and encourage each artist to create individual and group artworks following the AHU Session Plan.

To ensure there is adequate provision of materials to create in the studio.

To communicate with the Artistic Director regarding commissions, project briefs, colour palettes and subject matter.

To ensure each artist is supported considering each person's care plan and the ARTHOUSE Unlimited social inclusion programme and to support and encourage each artist on independent development journey.

To ensure each artist is informed about individual and group achievements including new designs, sales of artwork, positive comments from customers and publicity.

To help the artists to title their artworks and keep a record of artists' involvement in artworks.

To support artists to keep an up-to-date electronic record and physical portfolio of artwork and to evidence all artists' achievements.

To assist the Marketing team with information about the creation of artworks and achievements of artists.

To keep the art studio space organised and safe.

To administer emergency medications when required*keep artists safe by following care plan procedure and attend all training provided by AHU.

To support each artist physically, emotionally and with personal care and escorting when required.

To work extra days to cover annual leave/sickness of Art Instructors, to support artists on trips to shows and to support with setting up and working at exhibitions and trade fairs whenever possible.

To be adaptable and work within all areas of the charity if required.

To work flexibly with AHU team towards a bright future together.

All job descriptions are adaptable as ARTHOUSE Unlimited develops

Knowledge and qualifications

Fine Art Degree or equivalent in relevant discipline	Essential
Ability to make saleable artwork/design	Essential
Understanding and acceptance Arthouse Unlimited Philosophy	Essential
Working knowledge of Photoshop, Illustrator, InDesign, Excel, Word	Essential
Experience of working with vulnerable people	Desirable
Full Driving License	Desirable
Understanding of printing and manufacturing processes	Desirable

*Training Provided