

ARTHOUSE Unlimited – Role description and personal specification

Role – Inclusion Lead **Hours** 37.5 3 days studio base/2 days office **Location** – Godalming, Surrey

Reports to – Marketing and Inclusion manager **Direct Reports** – None

Key responsibilities

Ensure each artist is supported physically, emotionally and with personal care considering each person's care plan and the ARTHOUSE Unlimited social inclusion programme and to encourage independence at all times - employing the ARTHOUSE Unlimited principles of social inclusion and independence.

Administer emergency medications* when required, keep artists safe by following care plan procedure, record each artist's health and wellbeing and to record all incidents.

Facilitate communication between AHU and artist's external support staff, guardians and advocates regarding artistic achievements and wellbeing.

Assess and organise placements of new or potential new artists. To manage new artist applications and new artist induction sessions.

Support artists to keep a portfolio of artwork and to evidence all their achievements. To work with Art Instructors to ensure the artists' electronic and physical portfolios of artwork are recorded and managed to evidence all artists' achievements and help showcase transferable skills.

Photograph and document artists and their development and assist Marketing and Inclusion Manager to create content with the artists.

Liaise with the Finance team regarding the artists' financial beneficiary awards

Support artists on trips and to help setting up and working at exhibitions and trade fairs whenever possible.

Work with art instructors to organise cover of sessions, to work with fellow inclusion officer to organise inclusion cover when necessary

Work with inclusion officer colleague to support, rota volunteers in shop and to support partnerships between artists and volunteers.

Keep the art studio space, kitchen and recovery area organised and safe. Re-stock as necessary, organise laundry of tea towels and aprons. Assist in general housekeeping of the studio, conduct fire safety tests and act as an ARTHOUSE Unlimited first aid officer*. Ensure a safe, supported environment at all times.

Work as part of the wider team and be adaptable when required. All job descriptions are adaptable as the environment and business model develops. To work flexibly with AHU team towards a bright future together.

*Emergency medication / First aid training will be provided.

Knowledge and qualifications

Understanding and acceptance Arthouse Unlimited Philosophy	Essential
Understanding value of inclusion and purpose for those at risk of social exclusion	Essential
Excellent communicator, team player with positive outlook	Essential
Interest in photography, social media with good presentation skills	Essential
Experience of supporting vulnerable people	Desirable
Full Driving License	Desirable
Working knowledge of Excel and Word	Desirable

Date July 2022