

freelance brief

learning and research department

the commission: freelance outreach project co-ordination

introduction

The purpose of this freelance commission is to support the delivery of a funded outreach project for primary schools.

A motivated educator with project management experience is required. Key to the role will be clear communication skills, a strong understanding of school contexts and the ability to manage resources and time effectively.

commission scope

This freelance role will underpin the delivery of a new national outreach programme of Continuing Professional Development for teachers. This will involve establishing and implementing new systems. In collaboration with the Head of Learning and Schools Producer, the Freelance Project Co-ordinator will develop content and materials. This will include commissioning content for use with teachers and children and assisting delivery of professional development events to teachers. The Freelance Project Co-ordinator will support a nascent team of freelance experts and educators, will facilitate communications for the project, and will co-ordinate a small national network of schools.

deliverables

This commission is to gather research, establish systems and develop plans that support a two-year outreach project for primary schools.

Deliverables include:

- Establish systems to monitor activity and gather KPI data
- Engage 11 Open Futures Schools in the project, supporting them to commit to CPD sessions and projects
- Schedule in-school CPD sessions and allocate appropriate museum resources and staff to deliver them
- Source, acquire and distribute to schools, materials including handling collections of designed objects
- Create support resources such as teacher notes to support use of handling collections in schools
- Assist in the direct delivery of CPD sessions as required
- Documentation of the project through photography, observations and gathering of case studies
- Support evaluation partner through communication to schools and access to project documentation
- To support events relating to the project at the museum, working with the Learning Producer, participants, contributors and museum services.

- To work with museum staff and external consultants to co-ordinate the development of curriculum-based learning materials.
- To co-ordinate commissions of graphic design, film and learning resources, working with external agencies and relevant museum staff.

project background

DesignIt-Makelt-Uselt is a pilot CPD programme and project that aims to empower children to use design as a creative approach to problem solving. It uses an inspiring collection of design objects as stimulus for new ideas. It is funded by the Helen Hamlyn Trust.

Through teacher CPD, participating schools will be supported to personalise and run projects which enable pupils and teachers to identify local problems, and to create design solutions in response.

The project will:

- equip teachers to support pupil-led enquiry through use of an object handling collection curated and provided by the Design Museum for use in the classroom
- enable students to unpack design stories and ideas by analysing design objects
- take a creative approach to identifying and solving problems through design

supplier requirements

essential skills

- Highly organised
- Flexible approach to working
- Ability to manage time and resources effectively
- Willingness to travel to schools across England
- Willingness to be available at Design Museum meetings
- Collaborative approach to project development

knowledge and experience

- Experience of co-ordinating learning projects in the creative/education sector
- An understanding of relevant subjects such as Design Technology
- Experience of working with schools and teachers

desirable knowledge and experience

- A detailed knowledge of primary education in England
- Familiarity with the English National Curriculum
- Interest in/knowledge of contemporary design

Freelancers are required to obtain and maintain in force personal Public Liability Insurance and an up to date DBS check.

fee and application process

There is a flat fee of £3000 (inclusive of all expenses, approx. 25 days) for this commission and the appointee will be required to attend a minimum of 6

meetings at the Design Museum: an initial meeting to discuss the scope of the brief and discuss existing provision and future plans, four developmental meetings and a final meeting to review progress, share systems and recommendations about the future co-ordination of the project.

This initial commission lasts for six months, until December 2017. The whole project is due to conclude in 2019 and so there may be opportunities for further freelance engagements in 2018.

expressions of interest

To apply for this commission please send a CV and statement addressing how the requirements as set out in the brief are met and email to catherine@designmuseum.org.

Please quote ref: FLLearningPC/2017 in the response

Deadline for applications: 25 June 2017, 5pm

Date for selection interviews: Monday 3 July 2017

Date for initial meeting with appointee: 11 July 2017 at 12.30pm

Date for end of commission review meeting: 18 December 2017

For further information or to apply, please contact:

Catherine Ritman-Smith,
Head of Learning, the Design Museum

E: catherine@designmuseum.org

T: 020 3862 5867

About the Design Museum

The Design Museum is building the world's leading museum devoted to contemporary design in every form from furniture to graphics, and architecture to industrial design. For the Design Museum, design is a continually evolving subject which it explores through its exhibitions programme, permanent collection, learning and research activities. It is a way to understand the world and how you can change it. The museum's mission is to create the most engaging, exciting and inspiring design museum in the world.

Thirty-five years ago, Terence Conran established the forerunner of the Design Museum, the Boilerhouse, in the basement of the Victoria and Albert Museum (V&A) in London. As planned, the Boilerhouse quickly outgrew the V&A and in 1989 it moved on to become the Design Museum, in an architecturally striking transformation of a Thameside warehouse near Tower Bridge. Since then it has emerged as an institution with international status and significance, playing an important role in putting design and architecture on the cultural agenda.

The museum recently relocated from its home in Shad Thames to the landmark 1960s building in Kensington, West London. Leading designer John Pawson converted the interior of the building creating the museum's new home, giving it three times more space in which to show a wider range

of exhibitions, showcase its world class collection and extend its learning programmes.

designmuseum.org