



Job Description/Person Specification

1. Post

Post:	School's Coordinator		
Contract:	Fixed-term contract (12 months)		
Hours:	2.5 days per week Some evening and weekend work required		
Salary:	£20,00 – £24,000 pro rata Depending on experience	Dates:	From November 2020
Benefits:	Access to company pension scheme 14 days holiday including public holidays		

About BOM

Established in 2014, BOM is a centre for art, technology and science dedicated to creative innovation with purpose.

Located in central Birmingham, less than one minute's walk from New Street Station and the Bullring, our gallery is free to enter and presents cutting edge digital artworks and exhibitions that spark debate about technology and scientific progress.

BOM is dedicated to positive social impact in all that we do. Our exhibitions and events explore topical issues in digital culture and science which impact on human lives. Our education work engages excluded children, young people and adults in creative technology programmes, with a particular interest in neurodiversity and technology.

BOM is born from hacker culture. But unlike other hackspaces that are filled with tools and operate on a membership model, our building is publicly accessible with free exhibitions and events.

At the heart of BOM is a community of Fellows, a group of hugely talented artists, scientists and technologists, who use our studios and co-working spaces to develop innovative and impactful work. The BOM Fellows all fuel, and are fuelled by, BOM's ethos and help us achieve our mission.

As well as building-based programmes, BOM runs many events virtually such as Art & Tech Socials, Coder Dojo, digital skills sharing and meet ups for the autistic community.

About the Role

BOM has been successful in securing funding from The Millennium Point Trust to run 'Blue Skies Biology'. This programme of workshops and seminars focuses on astrobiology and looks to inspire secondary school children into STEM (Science, Technology, Engineering, Maths) careers.

Blue Skies Biology will be delivered by leading astrobiologists, engineers and biochemists. The programme will cover fascinating subjects at the forefront of arts and science and explore career opportunities for young people in STEM industries.

We are looking for a School's Coordinator who is inquisitive, organised, loves learning and is a great communicator to coordinate this project.

The School's Coordinator is a brand new role at BOM, responsible for developing activities with a network of arts and science tutors and to facilitate workshops for children at targeted schools.

They will be supported and line-managed by the Engagement Producer to organise and facilitate a series of bespoke workshops and career seminars that will run alongside BOM's spring/summer exhibition in 2021.

The School's Coordinator will liaise with BOM Fellows and external practitioners who will deliver the workshops, and engage with targeted schools to ensure good attendance for the sessions.

They will keep clear communication with all parties and make reasonable adaptations to take into consideration the requirements of special educational needs (SEN) children.

The School's Coordinator will create appropriate evaluation questionnaires to gather feedback on workshops and analyse the impact the workshops have on developing children's interest in future careers in STEM.

They will be proactive and creative in wider alternative educational planning at BOM, helping to develop a network of practitioners and workshops that can be further developed after the project.

They will maintain effective communication with the Engagement Producer and provide regular updates to the project to the wider BOM team.

2. Supervisory responsibilities/position in structure

Responsible to:

Reports to the Engagement Producer

With support from the Engagement Producer, the School's Coordinator will lead a team of freelance artists and scientists.

3. Main Duties

Duties/Responsibilities

Main responsibilities include:

- To liaise with artists and scientists to organise 20 workshops and seminars
- To engage with targeted schools to ensure sign up for workshops and seminars
- To host pre-workshop tours of the exhibition and ensure children have the necessary information in advance to attend workshops and seminars
- To adapt organisation of workshops to accommodate needs for tutors and SEN students
- To create risk assessments following safeguarding procedures for children
- To create evaluation forms and reports to analyse feedback, and assess the likelihood of children choosing future STEM careers
- To identify and liaise with 10 freelance arts and science tutors in the West Midlands area to create STEAM enrichment programmes for school children
- To gather content on the STEAM activities which can be used to create a brochure to be circulated to schools
- To work with the wider BOM team to ensure the programmes are promoted via social media
- To maintain effective communication with all parties
- To provide regular updates to the Engagement Producer
- To adapt content to the needs of SEN children where appropriate
- To document the activity with photographs and short-form video for social media
- To actively be questioning and challenging the effectiveness of your role, workshops and how to make further improvements to the programme
- Occasional Gallery cover

4. Requirements to carry out job

Essential or desirable indicated against each requirement	E	D
Person Specification		

Research skills – to understand the arts and science thinking behind planned workshops, identify target audiences and further their understanding of the work that BOM does	√	
Excellent communication skills	√	
Strong organisational skills	√	
Experience of working with children / young people	√	
Collaborative team player – willingness to work with others	√	
Creative thinker	√	
Interests in arts and science	√	
Willingness to learn new skills, including digital	√	
Friendly, fun disposition	√	
Up to date DBS check		√

5. How To Apply

Please email your CV and a covering letter (no more than 2 sides of A4) to info@bom.org.uk setting out:

- Why you are interested in this role
- How your skills and experience meet the Person Specification

BOM is committed to access and inclusivity. We particularly welcome applications from disabled people and those from Black, Asian and minority ethnic backgrounds.

If you would like to apply using a different format to the above for access reasons please contact us at info@bom.org.uk and tell us what would work best for you.

Application deadline: Friday 23 October 2020, 12pm

Interviews will be held on Monday 2 November 2020