



JOB DESCRIPTION

JOB TITLE: EDUCATION ASSISTANT

EQUATES TO CIG SALARY GRADE: P

REPORTS TO: Head of Education, Grants, and Research (E,G&R)

1. JOB PURPOSE

The post holder will assist the Head of Education, Grants, and Research (E,G&R) and the Education, Grants, and Research Officer with development and execution of the annual CNCF Education Department responsibilities including educational programming, communications, grants, research, school resources, and Special Events. They will respond efficiently, within strict deadlines and with supervision, to work flow that arises from their immediate supervisor, and wider management.

2. DIMENSIONS

The post holder works as part of a team under the Head of Education, Grants, and Research to realise the Foundation's education remit, assisting in the development and execution of the department's annual schedule, including but not limited to:

- a. Supporting the creation of educational resources, and the development and execution of general educational programming, tours and presentations relating to the full scope of CNCF's remit: performing, visual, literary, musical arts etc, and cultural heritage preservation.
- b. Assisting in carrying out scholarly research for expansion of archives and educational resources.
- c. Assisting with the caretaking of the Minds Eye Centre and the Gladwyn K "Miss Lassie" Bush collection, and other CNCF's collections, and related educational products and services (including arts and cultural artifacts)
- d. Supporting special events and presentations (including Red Sky at Night/Dress for Culture / Culture Day; Christmas of Yesteryear, etc)
- e. Assisting with the deliverance of a comprehensive and professional grant process, including communications, timelines, application management, documentation and reporting.
- f. Assisting with Sister Islands programming and partnerships.

- g. Supporting other performing, visual, music, and literary arts and community events that CNCF may develop.

3. PRINCIPAL ACCOUNTABILITIES

The post holder will support the Head of Education, Grants, and Research in the delivery of both onsite and offsite CNCF education and outreach programming and special projects including:

- a. Assist in the development and delivery both onsite and offsite school programmes, tours and activities, and support special community projects as assigned.
- b. Support in-classroom presentations and act as classroom assistant.
- c. Assist with the coordination, creation and delivery of educational materials and services, including leaflets, brochures, self-guides, demonstrations, tours, classes, exhibits, lectures, and workshops.
- d. Work closely and cooperatively with private and government school systems in scheduling tours and programmes.
- e. Maintain footfall document for the education programmes and provide details for departmental reporting – assist theatre team with logging footfall.
- f. Assist with communications, working with the wider CNCF team on productions, projects, events, conferences, workshops and other initiatives, in response to management's instructions.
- g. Assist with the handling of registrations of performers, youth, vendors and other participants in CNCF programmes/projects.
- h. Support the administration of the Grants for the Arts programme applications, and concurrent awardee profiles.
- i. Set up the venues to ready them for the Foundation's programmes and related education events. Liaising with theatre team to make necessary preparations for programmes and education events.
- j. Assist with the maintenance and set up of the Mind's Eye Centre, inclusive of carrying out tours to the public.
- k. Coordinate and compile reporting material for month, quarter and year.
- l. Assist with the development and administration of the Cultural Foundation's Creatives/Artists Registry.
- m. Support the coordination of the CNCF archives, inclusive of: the Helen Harquail Research Library, web-based learning resources, and Digital Filing System.
- n. Assist with the communications outputs of the E,G & R, and other departments when necessary.
- o. Support other work as required.

In addition, the post-holder may be required to provide support for the Cultural Foundation's administrative needs by:

- a. Handling reception, both on the telephone and in person, so as to assist the public and, as instructed, advise them as to the activities of the Cultural Foundation, on a needs basis.
- b. Preparing and distributing correspondence and other mail between the Cultural Foundation and the organisations with which it conducts business.

- c. Operating office equipment, such as personal computers, scanners, photocopiers and facsimile machines.
- d. Other administrative duties that may arise.

4. BACKGROUND INFORMATION

The Cayman National Cultural Foundation's mission is to stimulate, facilitate and preserve cultural and artistic expression generally, particularly the preservation and exploration of Caymanian performing, visual and literary arts.

The post holder has a great deal of contact with the public, and serves a pivotal role with regards the efficient operation of the organisation.

5. KNOWLEDGE, EXPERIENCE AND SKILLS

Post holder must:

- a. Have a minimum of an associate degree in cultural management, teaching/education, arts administration, performing arts, teaching or a related field, with at least two years' experience in a professional environment.
- b. have a genuine desire to work in the arts and cultural development in general, and a deep appreciation of Caymanian culture and heritage in particular.
- c. be highly organised, detail oriented and able to work well under pressure.
- d. be articulate, with strong communications skills and comfortable in high pressure environments.
- e. be demonstrably accurate when calculating figures.
- f. be computer literate (proficient in MS Office and Adobe Illustrator / Photoshop).
- g. be able to interact with people both within and outside of the organisation in a professional and courteous manner.
- h. have a valid Cayman Islands driver's license and own transportation.

6. ASSIGNMENT AND PLANNING OF WORK

The post holder responds to objectives set by the managers and, at times, team members. Some of the objectives are set daily, and others are longer term projects, which the post holder must prioritise him/herself.

7. SUPERVISION OF OTHERS

The post holder is responsible for communicating management's instructions to the support, ancillary and volunteer staff and reporting on their status.

8. OTHER WORKING RELATIONSHIPS

The post holder has a great deal of daily interaction with the school sector and the general public, on the telephone, in written communications and in person.

Additionally, he/she must assist with identifying and motivating volunteers from a wide cross-section of the community to support and participate in CNCF programmes and projects.

9. DECISION MAKING AUTHORITY AND CONTROLS

The Education Assistant should assist the team with cost-effective options within the budget areas for which he/she is given responsibility.

10. PROBLEMS/KEY FEATURES

In spite of the labor-intensive nature of the field, the broad programming scope and the demands of concurrent deadlines, the Foundation operates with a modest complement of paid staff. Identifying and obtaining commitments from volunteers is a particularly important and challenging dimension of working with the organization.

11. WORKING CONDITIONS

In addition to the standard workweek, the post holder will be present at rehearsals, performances and other activities according to the programming demands. Weekend, evening and holiday hours are frequently required because of the nature of the operation and in order to coordinate with the schedules of volunteers.

I have read and understood this job description and confirm that I have been provided with a copy for my own records.

AGREED BY:

Jobholder (Signature)

Manager (Signature)

Jobholder (CAPITALS)

Manager (CAPITALS)

Date:

Date: