

**Co-ordinator: Open Studio (1.0FTE)  
Permanent**

The Glasgow School of Art

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The Glasgow School of Art is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarily, our ambition towards 2018 is to grow our student community in Glasgow by 25%, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

### The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21<sup>st</sup> Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

### The Role

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Job Title	Co-ordinator (1.0FTE)
Location	Open Studio
Reports to	Head of Continuing Education
Purpose	Deliver a professional administrative service in support of activities related to Open Studio development. This includes new priorities as identified in the GSA Strategic Plan 2018-2021.

Open Studio offers a range of programmes and short courses which draws on the range of skills and expertise across The Glasgow School of Art and provides the opportunity to study part time, or as a route into Further/Higher education or for Continuing Professional Development.

### Dimensions

- Area
  - Open Studio
  - Part time programmes of Study
  - Adult Day and Evening Courses Continuing Education
  - Children's Courses – Young Creatives
  - Summer Schools
  - Study Abroad Programmes

- Pre entry Portfolio Programmes
  - People
    - Open Studio Staff
    - Head of Professional and Continuing Education
    - Head of Continuing Education
    - Widening Participation Manager
    - Progression Manager
    - Portfolio Programme leaders
    - Part time Tutoring Staff
    - Wider Support staff across GSA especially in Strategy and Marketing
  - Students
    - Pre Entry Portfolio Students
    - Adults and Children attending Continuing Education Courses.
    - Adults and Children attending Summer School Programmes
    - Study Abroad Students in conjunction with the University of Glasgow

## **Relationships**

Main relationships are -

- Internal
  - Open Studio Staff
  - Head of Professional and Continuing Education
  - Head of Continuing Education
  - Part time teaching staff
  - Life Models
  - Progression Manager
  - Widening Participation Manager
  - WP development officers
- Other Schools within GSA
  - Administrative Teams
- Support Departments, and in particular
  - Strategy and Marketing
  - Student Records
  - Estates
  - Facilities Management
  - Finance
- External
  - Fee Paying Students
  - Material Suppliers
  - Graphic Designers
  - Printers
  - Media- Newspapers/Magazines

### **Principal Accountabilities**

The principal duties and responsibilities of the post holder under the supervision of the Head of Continuing Education is to:

- Co-ordinate, process and monitor progress of bookings for the Autumn/Spring, Evening and Day courses for adults and children including the Weekend programme;
- Co-ordinate the Summer School Programme, ensuring the efficient running of the Summer School on a day to day basis including the confirmation of bookings, preparation of timetables, studio allocation, production of registers, confirmation of tutors, organising the children's lunch club, and liaising with all appropriate staff within the School;
- To work with colleagues in the continual development of processes and systems to support new provision and modes of delivery
- Work with the departmental booking system and organise the matriculation of all Open Studio Students;
- Deal with face to face and telephone enquiries; advise enquirers of relevant courses to suit their requirements;
- Process and analyse accurate financial budgets for staff costing's, materials, advertising, printing and general departmental expenditure;
- Maintain student records for the Department's courses and mailing information on a computerised database;
- Process part time teaching information to HR for contracts;
- Process Disclosure Scotland applications;
- Collate statistical data for departmental annual reports;
- Analyse Student QLT's and the production relevant reports using Survey Monkey
- Develop new systems and processes in response to departmental needs;
- Cooperate with the School in ensuring that all statutory, policy and other H&S requirements are complied with;
- Undertake suitable training and awareness in matters relating to H&S in the workplace;
- Participate in the School's Career Review and Development process and undertake relevant staff development, where appropriate;
- Any other duties which may be reasonably requested

### **Key Challenges**

To execute the role of the Co-ordinator competently, thereby providing a high quality administrative service to the Open Studio and its users

This necessitates the prioritising of a competing workload and efficient and prompt delivery of a high quality service.

To liaise with other members of the administrative team and to develop an understanding of the aims and objectives of Open Studio, Strategy and Marketing, the structure and systems and the relationship between the areas

To assist, as part of the administrative team, in the extension of key systems, processes and lines of communication to support all projects and areas of delivery in Open Studio

To develop an understanding of the structure of the Glasgow School of Art and the relationships between the Schools, Student Records, Finance and other central support services.

### **Background Experience/ Qualifications**

- The post holder will be educated to appropriate HND level or equivalent and have a experience working in a similar customer facing role;
- High level of IT skills with a good knowledge of Microsoft Office; MS Word and MS Excel in particular
- Excellent written and oral communication skills;
- Experience of Higher Education Sector would be advantageous.

### **Person Specification**

The Co-ordinator reports to the Head of Continuing Education

The post holder will be a self-starter who can demonstrate a high level of organisational ability and be capable of operating with a minimum of supervision in assessing and responding to non-routine work/situations;

The post holder will also be capable of working on their own initiative as well as functioning as part of a team and show sufficient flexibility to cover for colleagues in their absence;

A working knowledge of relevant systems, equipment, processes and procedures is a requirement of the post,

Excellent time management skills, the ability to multi-task and work to deadlines

Excellent written and oral communication skills

Initiative to develop new and improved administrative systems

A flexible approach to a dynamic and rapidly changing work environment

Ability to manage webpages and booking systems (with training) and use of social media in appropriate marketing and communication

Ability to work with a wide range of people within and out with GSA

Awareness of, and sensitivity to, cultural diversity

Commitment to equal opportunities and widening participation

When required working out with normal business hours is essential

### **Terms and Conditions**

Contract	Permanent
Probationary Period	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
Salary	Grade 3 £19,730 - £22,658 per annum
Working Hours	35 hours per week and typically 9am to 5pm - on occasion and with notice these times may be adjusted
Holidays	30 days plus 11 statutory holidays per annum
Pension	Option to join the Local Government Superannuation Scheme
Notice Period	One Month