



## NSEAD Researcher and Content Builder for Anti-Racist Art Education – Freelance

### Overview

The Anti-Racist Art Education Action (ARAEA) Group checklists were launched in April 2021. Authored by the [NSEAD ARAEA Group, the checklists](#) – for the Curriculum, School Resources and Publications & Resources, have been used for one year. The ARAEA content builder will work closely with ARAEA and NSEAD officers to build on each of the three checklists – the aim is to curate, describe and signpost key anti-racist resources and research, linking every question and every checklist to the most relevant and informative content. The content bank will become the go-to ARAEA resource for all art educators across all phases. All links and content will be described using accessible language. Information will be shared using NSEAD's website pages and in addition to downloadable postcards. The postcards will be made using design software; the web pages using NSEAD's CMS. Training will be given for all software.

The role is a freelance role created by The National Society for Education in Art and Design (NSEAD) – the professional body and trade union of art educators. The resources created by the post-holder will need to be accessible to art educators working all phases and sectors and throughout the UK.

### About NSEAD

Since 1888, The National Society for Education in Art and Design has been the only Professional Body, Learned Society and Trade Union specifically for art, craft and design educators. Our mission is to further art, craft and design education and the professional interests of those engaged in it. We believe that high-quality art, craft and design education makes the world a better place, and work with our members to make that happen.

We are a membership organisation, led by and accountable to our members. Our Council and Special Interest Groups bring together representatives from across all phases, sectors and interests within art, craft and design. They determine the policy priorities and actions that support all those within the wider art, craft and design community – educators, learners, families, researchers, museums and galleries. Through our membership we draw on the expertise of the leading practitioners, academics and advocates for our subject. We have a strong reputation as a source of

authoritative information, research and resources. We also work to support the professional needs and development of art, craft and design educators across all phases, throughout the UK.

**Deadline: 26 August 2022, noon**

**Interviews: Week beginning 5 September**

**Responsibilities:**

- To assist in the creation and management of a project timeline to ensure that all research, content creation (postcards and web pages) are delivered on time and within budget.
- Development of a project plan to track progress.
- Establish and maintain relationships with the ARAEA Group – and NSEAD members – and to work closely with the NSEAD officers managing the project and website.
- Research, curate and summarise art and design focused anti-racist resources that become the go-to library for art educators seeking to be actively anti-racist and to decolonise their art and design curricula, resources and publications. All resources will be hyperlinked to the ARAEA Checklists.
- Using CANVA or similar software, add to the NSEAD's ARAEA section of the website using the CMS to build ARAEA resource pages and to create downloadable postcards.
- Refine the design and the content of the ARAEA checklists – making any design or copy changes subject to the ARAEA checklist review that has been undertaken.
- Working with the NSEAD team and ARAEA Group propose and agree designs for digital postcards with links to external resources.
- Work closely with the digital and communications manager to build downloadable digital pages.
- Plan a face-to-face event ARAEA Group meeting and attend regular ARAEA Group meetings online – the face-to-face event will ensure the best possible resources are located, reviewed, and shared.
- Complete the project on deadline and on schedule.
- Work with the senior management team to manage relationships with key partners who may be interested in sharing their work and resources.
- Perform risk management to minimise project risks.

**Skills required:**

- Proven project management and administration skills
- Experience of collating and researching information and content
- Experience of creating print / digital / resources

- Excellent, proven interpersonal, verbal and written communications skills
- Meticulous attention to detail
- Used to working to tight deadlines
- Ability to work with volunteers and partner organisations
- Educated to degree standard or possess comparable relevant practical experience
- Experience of using design apps or software to create user-friendly online resources
- Experience in using appropriate technology (software and a CMS) and equipment – training will be given

Conditions of employment:

**Freelance position – It is anticipated that this work should be completed by December 2022**

The role is remotely based and delivered mostly within usual office hours to effectively manage the projects. Some evening work is to be expected for occasional ARAEA meetings and/or presentations. We are not able to supply equipment, but admin support is available.

Fixed fee of £3,500 / 2-3 months mid-Sept–Dec 2022. Applications are also welcome from freelancers who may be unavailable at the start of September. Please indicate the date you would be available from within your application and how you would schedule the work.

The project managers will need access to their own PC/Mac and will be given access to our Microsoft teams and email account. NSEAD will provide admin and technical support.

**Please note**

This is the first phase of this important work. Phase 2 of this work will continue to address social justice and intersectionality in and through art, craft and design education.

How to apply:

**Please send your CV and a covering letter, outlining the skills, knowledge and experience** which make you suitable for this project brief. We also request that you complete an equalities monitoring form which you can download from our website <https://www.nsead.org/news/vacancies/>

**(No more than 1000 words)**

Please email to [info@nsead.org](mailto:info@nsead.org). Ensuring that you put **ARAEA Researcher and Content Builder** in the subject header.

Applications must be received by **12 noon on the 26 August 2022**

You will need to demonstrate that you meet the requirements outlined in our **project brief**. You should refer to previous experience where you feel this is helpful. Carry on to another sheet if necessary – but do not exceed 1000 words. Please do not attach a CV to this form.

NSEAD have a commitment to non-discrimination and where necessary, positive action to improve equality and diversity in our organisation. Shortlisting is undertaken on a 'blind' basis. This means that the candidate's personal details (e.g., name, address, age, etc.) are not visible to the shortlisting panel. Candidates will be referenced by candidate number and initials only.

**Your application will not be considered if supporting information is enclosed with this application.**