



LEARNING AND ENGAGEMENT ASSISTANT MANAGER

JOB ROLE

About The Children's Centre for Creativity

Playeum's non-profit Children's Centre for Creativity opened at Gillman Barracks on 19 September 2015, where families and children can play, create and be inspired together.

Playeum's latest hands-on exhibition, 'I-Opener', opened on 1 June 2019. It features the aesthetic and sensory play-worlds inspired by the artistic designs and creations of four artists with a disability,

To date, the Children's Centre for Creativity has attracted over 25,000 children and adults.

Playeum serves all children and families. We work closely with community partners such as Family Service Centres (FSCs), Children's Homes and Child Protection Services to ensure that children from disadvantaged backgrounds have the space and time to play creatively alongside everyone else. Play-it-Forward is our donations and sponsorships programme that supports equal access to all children, and it is funded by donations generously given by individuals and companies. We work with teachers and educators to provide play and art based aspects to curriculum, allowing for better engagement of children and do space design in schools.

You can visit our website at www.playeum.com for more information about our hands-on exhibitions and other activities that Playeum undertakes.



Children's Centre for Creativity

Job description:

ASSISTANT MANAGER LEARNING AND ENGAGEMENT

Reporting to the Executive Director of Playeum, Children Centre for Creativity, the Assistant Manager, Learning and Engagement is tasked with leading the Playeum Centre's efforts in demonstrating leadership in high quality facilitation that nurtures and inspires creativity. The Children Centre for Creativity aspires to be the "Gold Standard" in respecting the voice of the child yet providing a bounded framework for engagement.

The Assistant Manager, Learning and Engagement's duties will benefit Playeum as a unique organization, all other community organisations we partner with, educational agencies, and venues wishing to work meaningfully with marginalised communities.

In line with Playeum's direction for social impact, the work produced will therefore contribute significantly to Singapore's ongoing social impact development and achievements.

Together with the Director of Pedagogy, the incumbent will lead in curation of all programming for the centre, assist in teacher training administration, high touch programmes for children as well as outreach events.

Specifically, three significant areas will include:

1. Relationship-building with all schools with a clear priority in developing the relationships with schools for the Centre – focusing on building visits working with Programmes and Events Coordinator, teacher training and retreats; this will include administrative and content creation work.
2. Building the visitor experience for the families in the Centre by supporting the development of well-trained and well-resourced 'Playmakers' or facilitators. This includes permanent, freelance and volunteer-based resources.
3. Building content development for the Centre, including small to large scale events and programmes, developing interpretative guides, learning resources for teachers, parents etc.



As Playeum is a small team, the Assistant Manager, Learning and Engagement will work closely with the entire team to deliver a seamless programme to children and the community.

Responsibilities

Schools Programme Development

- Leading the development of the programmes into schools, which is a key area of development for Playeum.
- Building relationships and interacting directly with the schools to enhance visitorship into the Centre
- Liaising with stakeholders such as ECDA, TRAQOM, PCF and all other relevant agencies to promote and increase the sales into the Centre engaging in conferences where the opportunity presents itself.
- Development of all communication materials related to Sales and Marketing of the Schools Programme.
- Supporting the development of proposal for other bulk booking programmes into the Centre by corporate partners.

Facilitation and Training

- Execute high-touch programmes with children from marginalized backgrounds with support from the Operations Executive and Playmakers.
- Support the recruitment of part-time facilitators into the Centre. This includes volunteers for the Centre.
- Assist with the training programmes for all facilitators (including volunteer), which includes recruitment of external experts, development of training packs etc.
- Support the on-going training and development of facilitators.



- Support the administration, logistics and content creation of the training of pre-school teachers through ECDA courses and others as well as retreats for educators.
- To facilitate programmes for children and teachers.

Content Development

- Support the development of all the learning resources and interpretative signs at the Centre.
- Develop with the creative team the interactive experiences for children in the Centre for exhibitions, high-touch programmes, workshops etc.
- Support the development of copywriting and communication materials for special interest groups.
- Where appropriate, support marketing communication materials.

The incumbent will support the Executive Director and Playeum team to deliver a seamless experience to every child and parent/carer entering the Centre in partnership with the other team members. Therefore, other areas of support will include supporting areas (as and when needed and realistic) such as:

- Proposal Developments (CSR, Outreach, Consultative projects)
- Research
- Fundraising activities
- Learning Journeys events
- New programme development
- Marketing and communications
- Giving Tuesdays, Content Creators Night
- Measuring Impact (high touch programmes)



- Other duties as required.

This is not an exhaustive list of activities.

Essential and Desirable Requirements

Priority will be given to applicants who can meet the following Essential and Desirable requirements:

Essential requirements:

- A good track record in initiating and sustaining programming for an educational institution for young children
- A minimum of three years' experience in writing project proposals, grant applications, or fundraising applications
- Experience in writing reports for funders and other stakeholders
- At minimum of three years' experience in coordinating projects or events involving multiple stakeholders
- Excellent English language spoken and written skills
- Ability to facilitate programmes for children
- Experience in setting budgets and in generating post-project financial reports

Desirable requirements:

- Experience of working in a non-profit organisation, Charity organization or an IPC
- Experience in working with the corporate sector in a philanthropic context
- Experience in measuring impact/gathering feedback to provide relevant project data
- Experience in working with children
- A keen interest in the arts, education and/or the cultural sector

Personal attributes:

- Autonomous
- Keen to spearhead a unique pedagogical direction



- Excellent communication skills
- Personable and friendly
- A positive team player
- Self-driven, independent and flexible
- A positive learner attitude

Application

Applicants should send their CVs with current & expected salary with a covering letter to Imran Mohamad, Director of Operations at imran@playeum.com. Only shortlisted applicants will be contacted for interview. We appreciate your interest and thank you in advance for your application.

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