



The  
 Fitzwilliam  
 Museum  
 CAMBRIDGE



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**ARTS COUNCIL  
ENGLAND**



# Creative Studio Coordinator

**Salary: Grade 5**

£30,805 - £35,116 (£12,322 -  
£14,046.40 - pro rata)

**Contract:**

Permanent

**Location:**

Cambridge

**Faculty / Department:**

Fitzwilliam Museum

**Responsible to:** Public  
Programmes Manager

**Working Pattern:**

2 days per week – Friday &  
Saturday

## Purpose of the role

The Public Programmes team at the Fitzwilliam Museum offers a dynamic programme of public events including talks, residencies, performances, workshops, courses and curated responses online and onsite. The Public Programmes team work with the colleagues from around the Museum to help shape the programme for the future inspired by the Fitzwilliam collections, exhibitions and research.

This work is central to the purpose and aims of the Museum, offering an inclusive and accessible learning experience for a broad range of audiences. The programme both drives inclusion and community work, and offers income generation opportunities via certain audience groups.

The Creative Studio Coordinators provide a key role in the delivery of the programmes, working in the Museum's dedicated Studio space and supporting the delivery of a range of in-person creative experiences for audiences, alongside some digital courses (in development) and if required, also supporting outreach opportunities alongside Learning team colleagues.

The Fitzwilliam Museum Creative Studio is a space for a broad range of audiences to experience interdisciplinary creative learning opportunities. Role holders enable colleagues to deliver inclusive, safe and accessible activity in the Studio. Working across the Learning and Public Programmes, these audiences include early years and families, schools and teachers, young people, adult learners, community and social groups. Role holders are also expected to work with senior colleagues to support the development of new specialist-led onsite and online courses, masterclasses and workshops in the Creative Studio, facilitating the opportunity for audiences to experience materials, skills and tools.

The Creative Studio Coordinators plan and organise practical logistics for group work, including preparing the room layout appropriately, and the provision of specialist artists' materials and tools. They hold a coordination role around the use of the Studio, utilising planning, project management and administration skills, and also hold an important compliance role, utilising safeguarding, health and safety, and risk management skills.

During group sessions Creative Studio Coordinators, in support of departmental colleagues as required, may provide creative and technical skills - such as running practical demonstrations, using skill-sharing and coaching skills, and tailoring guidance appropriately for audiences to thrive in the studio environment. Role holders may be asked to deliver studio sessions on weekdays or at weekends in unforeseen circumstances i.e. due to sickness absence.



## Main duties and responsibilities

### Practical Delivery

Facilitate creative group sessions, using a broad knowledge of art materials, techniques, and practices. Support the Learning and Public Programmes team and contractors with the practical delivery of creative learning sessions.

Gain a clear understanding of the teaching aims for gallery sessions to ensure studio activities effectively support and reinforce these goals. To ensure studio sessions help embed the teaching aims while sharing best practices with participating educators.

Lead by demonstrating practical art skills and the use of materials, offering individual coaching, knowledge sharing, and building relationships with audiences as needed.

Work closely with specialist colleagues to co-design and contribute to Learning and Public Programme workshops and activities. This will involve exploring the Collection and identifying skills and materials that can enhance the learning experience.

- 1 Assist with classroom management alongside Learning and Public Programmes colleagues. In unforeseen situations, take the lead in Studio sessions in the absence of Museum Learning Associates or Facilitators, with support from the Learning/Public Programme Manager or, if unavailable, the Duty Manager.

Collaborate with guest artists and contractors to assist, facilitate, and co-develop creative activities. Demonstrating practical skills and experience of working with a broad range of learners to facilitate and support artist residencies and summer schools.

Assist in delivering income-generating activities including commercial hire of the Creative Studio and online studio courses, lectures, and workshops. Including overseeing Creative Studio logistics access, materials, IT equipment, and liaise with artists to ensure smooth operations.

Foster a personal, professional, and safe environment for a wide range of audiences, including those with complex learning and/or physical needs. Identifying and enhancing opportunities to promote participants' wellbeing through sessions.

### Administrative and Logistical Support

Manage the Studio's operational budget, collaborating with Finance colleagues and the Public Programmes Manager to ensure accurate record-keeping.

Manage the digital Studio diary, coordinating and prioritising Studio use while flagging potential issues, ensuring Museum colleagues have access to up-to-date Studio plans alongside other programmes.

Collaborate with departmental colleagues to manage Studio use and co-design new bespoke activities for delivery by Studio Coordinators.

Order and organise art supplies, tools, and equipment, ensuring materials are available for the upcoming programme of activities.

- 2 Maintain a clean, organised Studio space that fosters a creative and inspiring environment for audiences.

Perform general administrative duties to support sessions, including communication with internal and external contactors.

Maintain accurate participant registers for events and share relevant information with colleagues as needed.

**Other**

**Project management of annual art residency,** actively engaging with community partners and artists to co-design a residency which supports equality, diversity and inclusion. Write a project proposal and costing for the project for potential funding streams. Liase with other departments within the museum to ensure the correct procedures are followed and in place. Co-ordinating between all parties involved to ensure the residency delivers high quality impactful objectives. Show case the artistic outcomes in our dedicated public display area.

**Health and Safety and Compliance Oversight:** Ensure that all health and safety regulations are strictly followed within the Creative Studio space. This includes conducting regular risk assessments, maintaining a safe and clean environment, ensuring proper storage and handling of materials, and making sure all equipment is in good working order.

3

**Support and Supervision of Volunteers and Freelancers:** Provide guidance and support to volunteers, freelancers, or any external contributors working in the Creative Studio. This includes onboarding new individuals, setting clear expectations for their roles and tasks, offering regular feedback, and ensuring that all work conducted aligns with the Public Programmes goals and standards.

**Promote the Studio's Work to Museum Colleagues:** Actively engage with other departments and teams within the Museum to raise awareness about the Studio's activities and achievements. Facilitate communication about the Studio's projects, programs, and events, and ensure that colleagues are aware of opportunities to collaborate. Additionally, help to showcase the Studio's impact and contributions to the broader mission of the Museum through internal newsletters, or informal networking.

# Person Specification

Criteria	Essential	Desirable
<b>Skills</b>		
Strong artistic skills	✓	
To be able to think creatively and imaginatively to anticipate and solve problems and identify opportunities.	✓	
High levels of interpersonal and communication skills	✓	
Excellent organisation skills and ability to multi-task under pressure.	✓	
Coaching and facilitation skills	✓	
IT Literacy e.g. Microsoft Packages		✓
Demonstrable experience of inclusive work practices	✓	
Able to work effectively within a team	✓	
Ability to set up and deliver hybrid and/or online activity from the Studio using software e.g. Zoom, Teams, etc.		✓
<b>Experience</b>		
Experience working with public groups.	✓	
Previous experience in a museum setting.	✓	
Experience working with Children and Vulnerable Adults.	✓	
Experience of working with a variety of creative mediums	✓	
Overseeing operational budgets and accurate record keeping		✓
Tracking and monitoring evaluation, streamlining as appropriate for a range of audiences to support the museum to reach its objectives		✓

<b>Qualifications</b>		
A level standard of education/NVQ level 3 vocational qualifications or equivalent level of practical experience	✓	
Arts Degree or equivalent experience		✓
<b>Additional requirements</b>		
Ability to work weekends		✓

# Our Working Together Agreement

The Fitzwilliam Museum is committed to fostering a positive workplace culture, and our Working Together Agreement was coproduced by staff to describe our desired ways of working together. We use these as a set of internal values, behaviours and professional expectations.

- People are our priority, and we look after each other
- We are friendly, considerate and kind to each other, in person and in writing
- We go out of our way to help each other
- We consider the impact of our actions and decisions
- We celebrate and value diversity
- We give and receive feedback with generosity
- We strive to be great at what we do
- We are interested in listening and learning from each other
- We respect and trust each other's diverse experience and expertise and make space for collaboration
- We spend time together face-to-face to build strong relationships
- We are open and transparent about our work
- We are open to change and growth
- We communicate with focus and purpose in a range of ways
- We set clear work boundaries, negotiate constructively and are accountable for our work and behaviour



# The Fitzwilliam Museum



The Fitzwilliam Museum was founded in 1816 and opened to the public in 1848. Today, it houses over half a million artworks and objects, spanning over ten thousand years, principally from Europe, North Africa and Asia. The Museum has an international reputation for excellence in research, exhibitions, learning and public engagement. As well as being the principal museum of the University of Cambridge, the Fitzwilliam is one of the largest cultural providers in the region, welcoming over 500,000 visitors per year. It is also the lead partner of the University of Cambridge Museums (UCM), the Arts Council National Portfolio Organisation consortium of the University Museums and the Botanic Garden.

**About the** The Creative Studio team at the Fitzwilliam Museum we deliver inclusive, hands-on learning experiences inspired by the museum's collections, exhibitions, and research. Based in the museum's dedicated Studio space but working across the museum and out in the community, the team supports a wide range of creative programmes for diverse audiences - from early years and families to young people, adult learners, and community groups. Working closely with colleagues across the Learning and Public Programmes teams, Creative Studio Coordinators help shape and facilitate workshops, courses, and events, ensuring that all activities are accessible, safe, and engaging. Their work combines practical coordination with creative and technical support, contributing to the museum's broader aims of inclusion, participation, and lifelong learning.



# Terms of Appointment

## Tenure and probation

Appointment will be made on a permanent term basis.

Appointments will be subject to satisfactory completion of a six month probationary period.

## Hours of Work and Working Pattern

The hours of work for the position are 2 days per week – Friday & Saturday

## Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/).

## Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us.

If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Health declaration** Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

**References** - offers of appointment will be subject to the receipt of satisfactory references.

### Screening Checks:

This role requires a basic disclosure. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.

## Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

# The University

**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*





# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.



# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.



## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

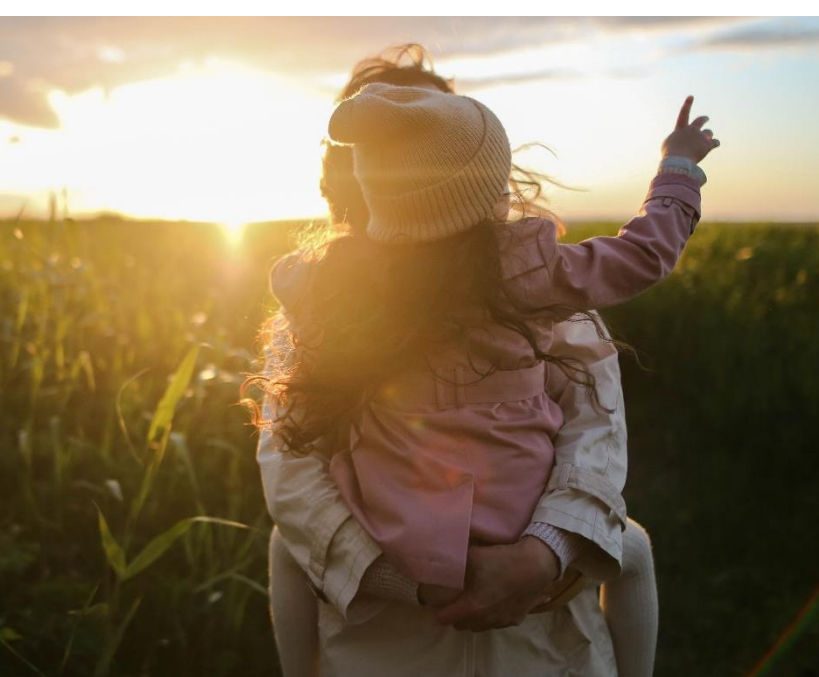
The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.





# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:  
**Adrian Shawn, Public Programmes Manager –**  
**[as3532@cam.ac.uk](mailto:as3532@cam.ac.uk)**

If you have any queries regarding the application process please contact **[hr@fitzmuseum.cam.ac.uk](mailto:hr@fitzmuseum.cam.ac.uk)**

The closing date for applications: Sunday 10<sup>th</sup> August 2025

The interview date for the role: 2<sup>nd</sup>, 4<sup>th</sup> & 5<sup>th</sup> September 2025



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CAMBRIDGE