

**NORTH LINCOLNSHIRE COUNCIL**

**ASSET MANAGEMENT, CULTURE & HOUSING  
CABINET MEMBER**

**CASUAL ARTS DEVELOPMENT ASSISTANT AND CASUAL LEARNING  
EDUCATION ASSISTANT**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 To seek approval to create a Casual Arts Development Assistant and a Casual Learning Education Assistant post.
- 1.2 The key points in this report are that these posts:
- Will be contracted on a casual basis.
  - Are to assist existing officers on an adhoc basis
  - Will be funded by external funding or income from schools
  - Will enable larger scale projects to take place

**2. BACKGROUND INFORMATION**

- 2.2 Over the last year it has become apparent that additional staff are needed on an adhoc basis to support the Arts Development Assistant and the Education Officer at 20-21 Visual Arts Centre. We would like to create two additional casual posts. The first is a Casual Arts Development Assistant who will assist the Arts Development Officer on large-scale projects such as the Dance Showcase or the Buzz Festival. We will only use this post for externally funded projects, where funding allows.
- 2.3 We would also like to create a post of a Casual Learning Education Assistant who will assist the Education Officer when schools bring two classes at the same time and for larger scale projects. We will only use this post when it can be afforded by the income received by the school for the workshop or project.
- 2.4 Both posts have been evaluated. The Casual Arts Development Assistant at a Grade 2 and the Casual Education learning Assistant at a Grade 4.

### **3. OPTIONS FOR CONSIDERATION**

- 3.1 Option 1 - To create the post of Casual Arts Development Assistant and Casual Education Learning Assistant.
- 3.2 Option 2 - Not to create the posts in question.

### **4. ANALYSIS OF OPTIONS**

- 4.1 Option 1 – The Casual Arts Development Assistant will carry out simple tasks such as booking participants into workshops, taking publicity to participating venues, taking registers, assisting in the smooth running of workshops etc. These tasks are time consuming but vital for the success of festivals and events.

The Casual Learning Education Assistant will act as an assistant in workshops when schools bring two or more classes.

Both posts allow for larger projects and events to take place.

- 4.2 Option 2 – Without a Casual Arts Development Assistant, the Arts Development Officer would have to do this work. This is not seen as the best use of her time.

These are simple tasks but time consuming. This post would allow the Arts Development Officer more time to oversee the management of the project and ensure it is a success.

Without the Casual Learning Education Assistant, the Centre would only be able to offer workshops for one class at a time, which would reduce the amount of schools wishing to book.

### **5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

- 5.1 The costs of both posts will be fully covered using external funding. Project funding will fund the Casual Arts Development Assistant. School fees will pay for the Casual Learning Education Assistant.
- 5.2 Both posts will be located at 20-21 Visual Arts Centre. There is enough desk space on a temporary basis should they require and they can share a computer terminal if needed.

6. **OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED**

6.1 These proposals have been discussed with staff and all are supportive of the proposal.

7. **RECOMMENDATIONS**

7.1 To approve the additional posts of Casual Arts Development Assistant and Casual Learning Education Assistant and authorise a recruitment process to fill these vacancies.

**DIRECTOR OF PLACES**

Civic Centre  
Ashby Road  
SCUNTHORPE  
North Lincolnshire  
DN16 1AB  
Author: Lisa Moran  
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**Background Papers used in the preparation of this report - none**