

# Index

## **Learning Program Assistant**

2 days a week (40%)

Starting date: as soon as possible

Application due: March 24, 2017

1 year contract

DESIGNATION: Learning Program Assistant

RESPONSIBLE TO: Director

## **Purpose of Job**

The Learning Program Assistant is responsible for the administration of Index learning and schools program, developing and executing workshops together with the Assistant Curator (Learning), and supporting public outreach.

The Learning Program Assistant is working closely with the Assistant Curator (Learning) as well as with other parts of Index' team, freelance staff and artists to produce activities directed towards young people, schools and teachers from all parts of Stockholm.

## **Duties and Responsibilities**

- Administrate Index learning, engagement and schools program (Index Residents and Index Teen Advisory Board)
- Develop elements of the learning program and teach workshops, together with the Assistant Curator (Learning)
- Feed in the program development with ideas for themes, guests, partners and collaborators
- Establish and maintain contacts with schools and other organizations for the Index learning programs
- Represent Index towards Arvsfonden and fulfil required documentation and reporting duties
- General day to day maintenance and operation

## **Required skills**

- Excellent administrative and communication skills with experience of database management
- Proven experience of working as an art pedagogue or working with young people (13-19) in an art or cultural context
- Thorough understanding of contemporary art and public debates in culture and pedagogy, with formal training or extensive experience in relating fields

The Swedish Contemporary Art Foundation  
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[www.indexfoundation.se](http://www.indexfoundation.se)

Organisationsnummer: 802407-2434

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- An interest in developing innovative approaches to learning
- Excellent written and verbal skills in Swedish and English
- Ability to work under pressure, multi-task and deliver projects on time.
- The role requires a motivated and outgoing individual with a large network

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Application process

Applications due Friday March 24, 2017

Please send one PDF file with CV highlighting relevant experience and a cover letter outlining your motivation to [office@indexfoundation.se](mailto:office@indexfoundation.se)

If you have further questions please contact Index Director Axel Wieder – [axel@indexfoundation.se](mailto:axel@indexfoundation.se)

Find out more about Index learning programs <http://indexfoundation.se/learning>