

## **Teaching & Learning Officer, Design History Society**

### **Role Descriptor and Person Specification**

Founded in 1977, the Design History Society works internationally to promote and support the study and understanding of design history. It welcomes all those engaged in the subject, from students, researchers and educators, to designers, makers, critics and curators. The Society aims to play an important role in shaping an inclusive design history. Since 2010, the Society has hosted a series of Teaching & Learning Events, to enable educators in the UK to come together to share and discuss design history pedagogies for undergraduate and postgraduate levels. With this in mind, the Society is now seeking a Teaching & Learning Officer to promote wider access and improved participation for different social groups in the teaching and learning of design history in higher education and beyond.

#### **Role Summary**

The Teaching & Learning Officer serves on the Board of Trustees of the DHS, reporting directly to the Chair of the Executive Committee. In addition to general Trustee duties, the Teaching and Learning Officer's task is to build and sustain links between the Society and institutions of Higher Education, both in the UK and internationally, by providing information and support for all those involved in learning and teaching. Working closely with the Secretary and Student Officer (non-trustee), the Teaching & Learning Officer provides platforms for the exchange and development of skills and knowledge in design history and its related fields. In particular, the Teaching & Learning Officer oversees the annual Student Essay Prizes and Design Writing Prize awarded by the DHS each year.

#### **Key Responsibilities**

- To promote and enhance the teaching and learning of design history in line with the Society's aims and objectives, including the promotion of wider access and improved participation for different social groups in the teaching and learning of design history at higher education level and beyond
- To represent the interests and support those involved in teaching design history at all levels
- To facilitate contact between those involved in teaching the history of design and related disciplines, especially early career teachers and researchers
- To initiate and support events such as conferences, workshops, seminars and symposia devoted to aspects of learning and teaching in the history of design as well as early career development
- To contribute relevant learning and teaching content to the Design History Society website
- To advertise, administer, and award the annual undergraduate and postgraduate Student Essay Prizes awarded by the DHS with support from Trustees (May to June)
- To advertise, administer and award the annual Design Writing Prize awarded by the DHS with support from Trustees and an annual Guest Judge (May to June)
- To report on activities at the AGM and quarterly DHS meetings, including interim reports that communicate progress to Trustees and membership

## **Person specification**

We are looking for candidates with the following attributes:

1. A strong interest in Design History or relevant fields (essential).
2. Knowledge and experience of international teaching practice in Design History or related fields in higher education (essential)
3. Experience of organising and promoting events (essential)
4. PhD or equivalent professional experience in related subject area (desired)
5. Self-motivated, organised and able to meet deadlines (essential)
6. Experience of collaboration and working in a team (desired)
7. Commitment to equal opportunities and inclusive practices (essential)

To apply for this role, please complete the application form and return to the DHS Administrator at [designhistorysociety@gmail.com](mailto:designhistorysociety@gmail.com).

**The deadline for submissions is 5pm, 23 June 2017.**

**Please note that all Trustees must be members of the Design History Society.**

For enquiries about the role, please contact [designhistorysociety@gmail.com](mailto:designhistorysociety@gmail.com).

For more information about the DHS, or the role of the Board of Trustees, please visit our website:  
<https://www.designhistorysociety.org/>

The DHS Constitution can be found here:  
[www.designhistorysociety.org/about/charitable\\_incorporated\\_organisation/index.html](http://www.designhistorysociety.org/about/charitable_incorporated_organisation/index.html)

DHS Trustees Annual Reports can be found here:  
[www.designhistorysociety.org/about/agm\\_reports/index.html](http://www.designhistorysociety.org/about/agm_reports/index.html)