

Helen Innes / 51b Somerford Grove, N16 7TJ / 0781 7972701 / helen@heleninnes.com
I love working to deliver creative events and learning experiences. I've done this in a range of charities and major museums including the Louvre and the V&A. I'm now looking to move into a conservation career, using these transferable skills.

Plover Rovers

September 2020 - Present

The Plover Rovers are a charity dedicated to enhancing ocean literacy and empowering coastal communities through delivering exciting scientific talks all along the English Coast Path.

Local Engagement Officer - South East

- Researching potential partners, venues and audiences for "Talking the Coast 2021".
- Building relationships with partners and planning events in collaboration with them.
- Securing necessary funding for events, gaining permissions and licenses.
- Liaising with marine scientists whose talks will form the core of the event programme.

Helen Innes Consultancy

2016 - Present

I started my own business supporting creative professionals and small businesses.

Marketing Consultant

I provide advice for small creative businesses and individuals on marketing strategy and implementation, and career development.

Kingsgate Workshops Trust

October 2015 - March 2020

Kingsgate Workshops is a multi-use art space providing affordable workspace for an exciting mix of artists, makers and designers.

Office Manager and Assistant for Development of Public Programme: Education

- Planning, developing and delivering a calendar of public-facing events, including the flagship Open Studios Weekend
- Increasing participation in the event programme within the community of studio holders to 90%, a strong increase on previous years.
- Researching and developing a new learning programme, including introducing a coherent participatory element, helping us to meet our aim of increasing engagement with creativity in our local community.
- Running pilot programme activity, testing out school visits and curator's tours for VIPS.
- Researching, developing and implementing a CPD programme for studio holders
- Working together with accountants to produce an accurate financial statement of account for each of our 50 strong community.
- Introducing GoCardless as a way of taking payment from our studio holders - encouraging uptake of this option to vastly improve cash flow and reduce aged debt in the business.
- Rationalising financial procedures and creating new documentation for the team to assist with staff handovers.
- Taking full charge and ownership of operational administration for the organisation.
- Introducing new and more effective ways of managing administration, including digital contract signing, online forms for studio applications, and systems for managing expenses.

Horniman Museum and Gardens

April 2016 - March 2017

The Horniman is a nationally funded museum with an award winning learning programme, focusing global cultures and the natural environment.

Learning Assistant

- Delivering formal learning sessions to Key Stage 1 groups on sea life, based around the aquarium, ensuring curriculum-based learning outcomes are met.
- Delivering informal learning sessions centred around our unique handling collection, modelling object handling techniques and encouraging discovery-led learning.
- Facilitating the delivery of family learning activities in the garden, including mini beast hunts and pond dipping.
- Conceiving, designing and producing visitor trail handouts to coincide with seasonal events such as the Christmas fair, liaising between the Learning and Income Generation teams.
- Overseeing freelancers to deliver regular informal and formal learning activities.
- Meeting and briefing school groups of all ages on entry to the museum, assisting teachers in the planning of their visit, coordinating with Visitor Services to ensure all audiences can enjoy the spaces together in a programme that caters for up to 270 school children a day. My work was observed and commended when we were awarded a Sandford Award for excellence in Museum Education in 2017.

Stour Valley Arts

February 2014 - April 2015

Stour Valley Arts was a commissioning land arts charity with a strong educational programme based in Kings Wood, a large section of ancient woodland in Kent.

Administrator

- Managed the Midsummer Picnic, a participatory forest-based arts event, with the local community. Increased attendance to the event and awareness of our organisation by using Eventbrite and adding storytelling elements.
- Facilitated forest-based learning activities for Key Stage 1, 2 and 3 groups, including den building and journey sticks.
- Worked with the curator of public programmes to produce and coordinate an evaluation of the Microshows project that impressed the board and was chosen to be circulated to funders and stakeholders.
- Recruited, inducted and trained a team of twenty volunteers to invigilate a series of fast-changing exhibitions in a new pop up gallery space, including encouraging participation in a large scale participatory art piece.
- Managed marketing and promotion of events and exhibitions, including creating press releases, mail-outs, and both printed and online marketing collateral.
- Acted as first point of contact, liaising with artists, artist educators, and schools and youth group leaders. Handling bookings for the learning team, generating invoices, sending out pre-visit information, answering queries about the programme.
- Supported the whole team with project administration, including completing risk assessments, promoting and marketing workshops, using Eventbrite to manage the booking of workshops, and creating production schedules.

The Victoria & Albert Museum

October 2012 - Present

The V&A is committed to increasing access and learning opportunities in its collection of arts and crafts objects, which is the largest in the world.

Learning Facilitator - Drop in Design

July 2017 - Oct 2018

- Delivering a weekly drop in creative workshop, based around an aspect of design, to families in the museum

- Researching and developing new sessions, around 3 per term, with strong connections to the collections, and authentic design processes and techniques. Workshops had to be customizable for early years participants, participants with SEND, and young people up to 18. We explored creating immersive learning environments for these sessions, using lighting, music, sound and scent.
- Driving attendance to the sessions by writing engaging marketing copy
- Sourcing materials for the workshops, taking into account sustainability, health and safety restrictions, and museum regulations
- Overseeing health and safety for the workshops, including risk assessing all activity and being aware of guidelines on use of tools such as adult scissors.
- Supervising and training volunteers on the programme, reporting on their contributions. Briefing the front of house team on our activities.

Outside Professional Assistant

October 2012 - present

- Facilitating artist-led workshops, encouraging parental participation and supervising to ensure health and safety risks are neutralised, recording engagement figures daily with consistency and accuracy.
- Staffing the Imagination Station, delivering learning activities to families and adapting them in each circumstance to ensure learning outcomes are achieved
- Promoting the family learning activities through direct marketing, helping us to achieve visitor engagement targets.

Creative Workshops Delivery - Freelance

2012 - present

Clients:

The Foundling Museum, The Diana Award Trust, The Big Draw, U3A

I devise and deliver workshops centering around illustration and mixed media collage for a range of organisations. These workshops address a number of themes and topics, often taking place outside and referring to the natural world.

Professional memberships Museums Association, Marine Conservation Society

Qualifications

BA Hons Illustration 2:1

Anglia Ruskin University

National Diploma - Foundation Studies Art & Design with Merit

Leeds College of Art & Design

A Levels

Roundhay School

English Literature, A: General Studies, A: Drama Studies, B: Art, D: AS Level French, A.

GCSEs 10 GCSEs including Maths A, Double Award Science AA, and English Language A*.