



**Events and Projects Co-ordinator for the Migration Museum Project.
Part-time, 3 days per week, over 3 months**

Salary £23,000 per annum pro rata (£3,450 over 3 months)

Job description and person specification

Background

The Migration Museum Project (MMP) www.migrationmuseumproject.org is an exciting initiative that aims to establish a new national Migration Museum for the UK - a powerful and moving reflection of the role that migration has played in shaping Britain. Over the past few years we have made a great deal of progress, putting on events and exhibitions, developing an education programme, and moving forward plans for a permanent physical space.

MMP has developed three touring exhibitions: *100 Images of Migration*, which started life as a call to the public, through the *Guardian* newspaper, to submit images that said something about migration; *Germans in Britain*, launched in 2014 to coincide with a number of German anniversaries; and *Keepsakes* featuring objects loaned by members of the public that speak of identity or migration. Most recently MMP exhibited for six months as part of an exhibition called *Adopting Britain* at London's Southbank Centre.

MMP runs evening events, in partnership with the Council for At-Risk Academics (CARA) entitled 'Great Minds' about the ways in which migrants have shaped British intellectual life, with topics including architecture, DNA, medicine, philosophy, fashion and more. Sometimes these events have a participatory element. Forthcoming events include a conversation between Dame Stephanie Shirley and journalist Afua Hirsch, and panel discussions about Migration and The City of London, and on the subject of Refugee and Migrant Journeys. We host an annual lecture at the LSE and from time to time we participate in other events connected with our exhibitions.

MMP's education programme is dedicated to increasing teaching about migration in schools, and has so far reached over 2,500 school children. Our education manager delivers workshops in schools, and develops MMP's own migration education resources.

All of MMP's activities are ultimately aimed at delivering a permanent Migration Museum for Britain in a physical home in London, together with a roving component in a lorry capable of taking and collecting the migration story from locations all round the UK.

Job description

We now seek a part-time events and projects co-ordinator (3 days per week over 3 months) to assist with all aspects of MMP's work, but with specific responsibility for co-ordinating and running events, supporting our touring exhibitions, and with a number of general administrative tasks. The role will suit someone with genuine enthusiasm for the aims of MMP, keen to work for a rapidly developing project within a small, dedicated team, and flexible enough to adapt to a range of tasks. MMP has no office space but meets at least weekly in London, and so the successful applicant must be able and willing to work independently from home, and live within easy reach of London. This post may be extended, subject to satisfactory performance and further funding.

It is anticipated that the role will be broken down weekly roughly as follows:

Events	1 day
Exhibition support	1 day
Admin	1 day

Specifically the role will involve:

Events

- working with members of the MMP team to deliver a programme of events
- approaching and managing relationships with high profile speakers
- liaising with partners and funders in relation to venue, facilities and bookings
- producing marketing and press copy for the event and working with MMP staff and volunteers on promotion and marketing
- organising refreshments and audience engagement activities where appropriate
- delegating roles and coordinating staff and volunteers at the event
- administering invitation lists
- monitoring and evaluation
- liaising with, and reporting to, MMP's director, staff and trustees as required

Exhibition support

- liaising with venues
- liaising with contributing photographers and negotiating permissions for image use
- working with host institutions, as appropriate
- assisting with exhibition transport and installing and deinstalling in various locations
- co-ordinating practicalities including associated event planning, refreshments etc
- organizing publicity via print and social media
- assisting with delivery of education and community workshops as required
- monitoring and evaluation

Administration

- maintaining MMP's mailing list and sending mailshots as appropriate
- processing feedback for evaluation
- general administrative tasks as required, for example assisting with emails, taking minutes, completing orders, liaising with MMP suppliers and mailing brochures.

Person specification

- Excellent organisational, time management, planning, prioritisation and risk-management skills
- An interest in, and preferably experience of, planning and coordinating events
- Excellent interpersonal and relationship management skills; confidence liaising with diverse stakeholders including high profile speakers and funders
- Excellent written style and oral communication skills
- Creativity, energy and drive
- An understanding of, and enthusiasm for, the aims of MMP
- The ability to operate sensitively in a contentious media and political arena

Please apply, with a CV and short covering letter, by 11 October to Emily Miller, MMP Education Manager on emily@migrationmuseum.org

Interviews week commencing 19 October

The Migration Museum Project is a charitable company registered in England and Wales No 8544993 and a registered charity No 1153774. Registered office 15, Larkhall Rise, London SW4 6JB