

Recruiting now...

Senior Creative Producer



The Migration Museum www.migrationmuseum.org produces inspiring exhibitions, events, education, community and public engagement programmes to shine a light on the many ways that migration to and from Britain across the ages has shaped who we are.

We are currently based in the heart of Lewisham Shopping Centre in south-east London. In April 2022, we opened our latest exhibition *Taking Care of Business: Migrant Entrepreneurs and the Making of Britain*, and our *Migrant Makers Market*, a concept store and makerspace championing products made by migrant-owned businesses and where we host regular maker-led workshops.

Image: Being Human Festival Stories that Move event at the Migration Museum in November 2021 (© Lloyd Sturdy)

Job description and person specification

Job title	Senior Creative Producer
Contract type	5 days per week. One year contract renewable subject to performance.
Salary	£35,000 p.a. plus matched 5% pension contribution
Location	London-based team – flexible working offered, with a requirement of minimum 2 days per week in the museum. Some evening and weekend work required.
Deadline for applications	7 August 2022
Interviews expected	Week of 15 August 2022

Primary job purpose

This is an exciting opportunity for a creative, self-directed person who is passionate about delivering innovative, memorable and accessible experiences for diverse audiences. As a key member of our creative and curatorial team, the Senior Creative Producer will produce a programme of events and activities that activate our museum space and respond to the needs of our audiences and communities. They will create high impact programming and build partnerships to help deliver our ambitious cultural programme.

Key responsibilities

- 1. Strategic programming** – You will conceive, plan and deliver a programme of events, workshops, performances and artist-led activities that inspire conversation and creativity, educate, challenge surprise and delight. You will produce programming that complements our existing exhibition, [Taking Care of Business](#), while also responding to broader migration histories and themes. Drawing upon our audience strategy and working closely with our Artistic Director and other team members, you will create programming that reaches specific audience groups and caters to different needs. You will tap into existing calendar moments and build partnerships to capitalise on times when the public and media are focused on a particular event.
- 2. Event logistics and management** – You will build and manage relationships with artists, contributors and external suppliers to successfully deliver programming. You will have excellent organisational skills and create timelines and checklists to make sure events run smoothly. You will create a budget and make sure all programming is carried out in line with the budget. You will regularly communicate with the rest of the Migration Museum team about upcoming programming and coordinate with volunteers and our Front of House team to make sure events are properly staffed.
- 3. Marketing and promotion** – Supported by our marketing and communications team, you will draft copy for event promotion and gather visual assets for social media and our website. You will help produce marketing materials, such as flyers or online advertisements, and ensure that events are well promoted. You will focus on making sure our programming reaches our target audiences, brings in large numbers of visitors and gets people sharing and posting on social media.

4. **Curatorial support** – As a key member of our small creative team, you will support our Artistic Director in realising new projects, including a new immersive installation around our [Heart of the Nation](#) online exhibition. You will support the production of this and other projects alongside our Curatorial Assistant and build partnerships to take our work to new places and audiences. You will help write and edit copy for exhibitions and installations.
5. **Evaluation** – You will gather feedback and visitor evaluations to ensure that we are reaching our target audiences, and that participants have positive experiences.

Person specification

Essential

- ♦ Vision, initiative and imagination with the drive and confidence to make a major impact to the UK's most exciting new museum
- ♦ An ability to plan strategically and respond quickly to opportunities and challenges
- ♦ Proven track record of playing a leading role in planning and staging high impact events, festivals, theatre, exhibitions or similar
- ♦ Excellent organisational skills – detail oriented and ability to work to deadlines
- ♦ Comfortable with carrying out administrative as well as creative tasks
- ♦ Excellent communication skills and ability to participate in challenging conversations with respect and tact
- ♦ Proven ability to craft compelling, accurate copy and messaging in line with organisational tone of voice
- ♦ Dedication to making arts and culture accessible and inclusive
- ♦ A great team player – able to work effectively across an organisation and champion the work we do
- ♦ Passionate individual with a commitment to diversity and inclusion.
- ♦ An ability to work alongside other team members at the Migration Museum in Lewisham at least 2 days per week
- ♦ Ability to work evenings and weekends as this is when most programming will take place
- ♦ Knowledge of migration issues

Desirable

- ♦ Knowledge of the local area (Lewisham)

How to apply

To apply for this position, please e-mail a copy of your CV and a covering letter of no more than 800 words to Aditi Anand: aditi@migrationmuseum.org.

Please also complete our [Equal Opportunities Monitoring Form](#). These monitoring forms will be stored and assessed separately and will not be linked to your application.

The deadline for applications is Sunday 7 August 2022.

Shortlisted applicants will be invited to interview.

If you have any questions about the role, please contact info@migrationmuseum.org.