

Recruiting now...

Freelance Events Producer (Leicester)



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 Lewisham, south-east London and are planning a touring exhibition titled ***Heart of the Nation: Migration and the Making of the NHS***, which will be staged in Leicester and Leeds in 2023.

We are seeking a **Freelance Events Producer** to programme and deliver innovative, memorable and accessible experiences for diverse audiences in Leicester Museum and Art Gallery between late June and end of October 2023.



Job description and person specification

Job title	Freelance Events Producer
Contract type	Freelance contract for 4 months with a fixed fee
Salary	£3750 (£150/day for 25 days between late June and end of October 2023)
Location	Leicester, UK
Deadline for applications	11.59pm, 8 June 2023
Interviews expected	Week of 12 June 2023

Primary job purpose

This is an outstanding opportunity for a creative, self-directed person who is passionate about delivering innovative, memorable and accessible experiences for diverse audiences. To coincide with our touring *Heart of the Nation* exhibition at Leicester Museum and Art Gallery, we are looking for an experienced producer to plan and deliver a series of events and activities that complement the exhibition content and themes.

Key responsibilities

1. **Programming** – You will plan and deliver a programme of 6-8 events (talks, wellbeing and creative workshops, performances and artist-led activities) across 4 months that inspire conversation and creativity, educate and promote mental wellbeing around our *Heart of the Nation* exhibition.
2. **Event logistics and management** – You will build and manage relationships with local artists, contributors and the Leicester Museum and Art Gallery team to successfully deliver programming. You will have excellent organisational skills and create timelines and checklists to make sure events run smoothly. You will draw up 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 the Leicester Museum and Migration Museum teams 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. You will help produce marketing materials, such as flyers, and ensure that events are well promoted.
4. **Evaluation** – You will gather visitor evaluations during events 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 planning and staging varied events and creative workshops
- ◆ 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
- ◆ 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 attend and oversee all programmed events in person at Leicester Museum and Art Gallery
- ◆ Ability to work weekends as this is when most programming will take place
- ◆ Knowledge of Leicester
- ◆ Knowledge of migration issues

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 info@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 11.59pm on 8 June 2023.

Shortlisted applicants will be invited to interview week commencing 12 June 2023.

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