

# MUSEUM OF THE HOME

## Role Specification: Programme Assistant

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Fee:	£2,100 for 2 weeks
Expected hours:	2 weeks spread between June – August working 2 days a week.
Location:	Museum of the Home, 136 Kingsland Road LONDON E8 2EA
Reporting line:	Programme Curator and Producer

### Job purpose

Museum of the Home is seeking a freelance to assist the Museum of The Home's funded Windrush Programme, "**Honouring Our Elders**" with administration, and delivery of creative programmes that include a day festival, a panel discussion and a day of oral histories workshop.

\*This role is likely to involve lots of varied working patterns and will need a degree of flexibility to work with communities at times and pace that best suits their engagement.

### Main responsibilities

- Provide Administrative and Production support to the "**Honouring Our Elders**" Windrush Project Manager.
- Assist with the project delivery of the "**Honouring Our Elders**" Windrush Programme; 22 June, 26 July and 13<sup>th</sup> August 2025.
- Support with marketing outreach, working with the project partners and the Museum of the Home's Communications Team to promote the events.
- Provide photography and documentation support on the days of programme delivery.
- Manage general enquiries and the Windrush Programme Website, acting as the first point of contact for details relating to the "**Honouring Our Elders**" Windrush Programme.
- Draft and finalise feedback and evaluation processes as in line with the funding expectations.

- Ensure evaluation is completed as part of each activity and final Programme outcome.

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required to ensure success of the “**Honouring Our Elders**” Windrush Programme.

### **What we are looking for & skills**

- Demonstrable administrative or production experience (within a creative field).
- Excellent communication both written and verbal, alongside good numeracy skills.
- Excellent digital and website management skills.
- Highly organised with great attention to detail and time management.
- Able to work independently and prioritise task.
- Ability to work under pressure and solve problems creatively.
- Ability to multitask, inspire and encourage/direct artists and other creatives alike to engage with the museum and deliver agreed project proposals.
- Knowledge of Health and Safety and crowd management.
- Be available on the specific days of delivery as well as dedicated two days in the week, during the 2-week placement of the role. **Wednesdays** and **Thursdays**. 7 days of which will be covered in June.

### **How to apply**

To apply, please send a CV and a covering letter no longer than 2 pages each, explaining your suitability to the role.

All letters to be addressed to **Gaynor Tutani**, [windrush2025@museumofthehome.org.uk](mailto:windrush2025@museumofthehome.org.uk) or Museum of the Home, 136 Kingsland Road, E2 8EA.

Closing date: 21 May

Interview date: 28 May

Start date: 4 June

Diversity and inclusion are integral to our work at the Museum, and our commitment to the workforce is extended to our freelance facilitators.

We welcome applications from all sections of the community and are committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

As a Disability Confident Committed organisation, our recruitment is inclusive and accessible. If you would like to request an alternative application format based on disability grounds, please email [gtutani@museumofthehome.org.uk](mailto:gtutani@museumofthehome.org.uk)

This role will require a DBS clearance.

All freelance facilitators are liable to make tax and NI payments independently to HMRC.

**This project has been funded by the Near Neighbours Windrush Day Grant Scheme from the Ministry of Housing, Communities and Local Government.**



Ministry of Housing,  
Communities &  
Local Government

**NEAR  
NEIGHBOURS**  
BRINGING PEOPLE TOGETHER