

V&A East

# Job Pack

V&A

# Role Essentials



We particularly welcome applications from those living in our local boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest.

**Role:** Producer: Young People, V&A East

**Team:** Learning & Engagement

**Contract:** Permanent

**Salary:** £33,764-£36,000

**Hours:** 36 hours per week.

*Normal working hours are 9am-5.15pm Monday to*

*Thursday and 9am-5pm Fridays.*

*This role will be expected to work Thursday evenings until 8.30pm as well as some ad hoc weekends and evenings, all for time off in lieu.*

**Location:** V&A East Storehouse and V&A East Museum



# Who we are

**V&A East** is dedicated to creative opportunity and its power to bring change. Two free cultural destinations – V&A East Storehouse and Museum – will open up the V&A collection for all, celebrate making in all its forms and create new possibilities for everyone.

**V&A East Museum** celebrates making and creativity's power to bring change. Created with young people and rooted in east London's heritage, V&A East Museum explores what's shaping our world with the voices leading contemporary culture.

**V&A East Storehouse** is a unique new museum experience opening up the V&A collection to everyone. Go behind-the-scenes to make new discoveries, explore untold stories and share ideas.

Find out more [here](#)



# What we stand for

We strive to integrate **equality, diversity, and inclusion** consistently and naturally into all our activities.

We are proud to be an **open, tolerant, and diverse** organisation. We want to do more to welcome a broader audience and develop a more diverse workforce.

The V&A values are **Equity, Sustainability, Generosity, Collaboration and Creativity.**

## **Disability Confident**

We are committed to guaranteeing an interview for applicants who identify as having a disability and meet the minimum criteria for the post. If you are applying under the scheme, the recruiting manager will be notified. If short-listed, we will ask you about any reasonable adjustments you need to participate in the next stage of the selection process.



# Role summary

Collaborate with line manager and wider Learning & Engagement team to deliver learning and engagement programmes for young east Londoners, emphasising collaboration and coproduction.

Recruit and manage freelancers, creative practitioners, and youth workers to deliver projects and events.

Oversee the V&A East Youth Collective, including creative development, operations, occasional facilitation and alumni career development

Coordinate with V&A departments and external stakeholders, including East Bank partners, to align and enhance programme delivery. Be a passionate advocate for young people with these stakeholders.

Manage budgets in collaboration with line manager and contribute to financial planning and forecasts.

Develop relationships with east London organisations to expand networks and reach new young audiences.

Promote inclusion, diversity, and equity while evaluating programmes and incorporating feedback for improvement.

Document and report on programmes through photography, clear records, and end-of-project evaluations for stakeholders.

Create and share marketing and engagement assets with the Communications and Marketing team.

Represent V&A East at external events, advocate for young audiences, and engage in creative networks in east London.

Perform additional tasks as needed, including working evenings, weekends, and at other locations across London.



# Who we are looking for

## **We are looking for someone who is:**

Committed to equity, inclusion, and participation in arts and culture, with an understanding of intersectionality and a strong advocacy for youth services, including access for SEND groups.

Experienced in learning or youth engagement within cultural, educational, or youth sectors, with an interest in social practice and an awareness of challenges facing young audiences in east London.

Skilled at building positive relationships with diverse audiences, contributors, and stakeholders, and

eager to support cross-programming with schools and colleges.

A proactive problem-solver with a keen interest in social practice, collaboration, and co-production, and the ability to work effectively under pressure.

Highly organised with excellent documentation and budgeting skills, respectful of others' time and expertise, and able to meet deadlines while fostering teamwork.



We are looking for someone with transferrable skills and not necessarily someone with a conventional museum background

# Who we are looking for

## And who has experience in:

Leading high-quality workshops and activities with young people, supporting critical and conceptual learning through making.

Implementing safeguarding policies and delivering live events such as music, performance, and discussions.

Designing programs that engage diverse audiences with a focus on accessibility and inclusion.

Working collaboratively with young people and using social media to engage them, while advocating for their needs with marketing and communications teams.

Using MS Office and other IT systems effectively.



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# What we can offer you

- **29** days of holiday + public holidays each year (pro rata if part time)
- **5.5%** employee pension contribution, **10%** employer pension contribution (*post-probation*)
- Life assurance scheme (to value of 4 x annual salary)
- Family-friendly policies e.g. enhanced maternity + paid carers leave
- An interest-free loan for a travelcard, bike, or for a deposit if you're renting (*post-probation*)
- Tickets to V&A exhibitions for you, your friends or family + 25% discount in V&A shops and cafes
- Free entrance to many major museums and exhibitions
- Exclusive access to My V&A Benefits – an on-the-go app for all your V&A benefits and discounts at all major retailers including Tesco, Sainsbury's, Odeon, ASOS, H&M and many more!
- Socials events, such as staff summer and Christmas parties
- Staff networks
- An Employee Assistance Programme – a free, confidential, and comprehensive set of services designed to provide support and a balanced and healthy working environment.
- Free sanitary products for all employees across our sites





# What happens next

## Apply here

<https://www.vam.ac.uk/vacancies>

## Application tips

[How to write a winning museum job application](#) • [V&A Blog](#)

**Application Deadline** Monday 3 February 2025

You will be emailed by our Recruitment team usually 2-3 weeks after the application deadline with an update on your application.

**Interview** Tuesday 25 February or Friday 28 February 2025

**Start Date** ASAP

## Any Questions?



Contact our Recruitment team at [careers@vam.ac.uk](mailto:careers@vam.ac.uk)



V&A East

Thank you

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