

MUSEUM OF THE HOME

Job description

Job title:	Community Producer
Salary:	£16,950 (£.33,900 fte) plus generous holiday and choice of pension
Reporting line:	Senior Learning Producer
Responsible for:	Project-based freelancer and volunteer management
Role type:	Part time, 2.5 days (17.5 hours) per week, can be worked flexibly across the week by agreement

Works closely with: Curatorial, Learning, Exhibitions, Communications, Development, Visitor Experience

Job purpose

The Community Producer will develop, deliver and evaluate creative programmes with and for communities local to the Museum of the Home. The role will work across the learning and curatorial teams to embed community voices and co-curation at the heart of the Museum's collections, exhibitions and galleries.

This role will have a core focus working alongside East and South East Asian communities, particularly Vietnamese and South East Asian communities in East London, co-creating projects that reflect lived experience of home, heritage, migration, food, culture and intergenerational identity.

While having a core focus on working with East and South East Asian communities, the Community Producer will also work with the wider learning team to develop and apply a scalable, transferable model of engagement that can be adapted to work with other community groups across the Museum's programmes.

The postholder will support programming, partnerships, outreach and content development across exhibitions, learning, collecting and public programme strands, ensuring community voices are centred in the Museum's work.

Our values, and how they are represented in this role, you must be:

Bold - brave in trying new things, taking action and fighting for change on issues affecting the ways we live.

Kind - friendly, generous and considerate in all your actions

Eco-active - embed climate action in all decision-making and encourage visitors to make eco-minded choices at home.

Equitable - act transparently, ethically and inclusively - and allocate resources, time and care equitably

Main responsibilities

Community engagement & co-creation

- Build deep, sustained relationships with Vietnamese and wider East & South Asian communities in Hackney and beyond.
- Facilitate co-created projects that reflect cultural expression, lived histories and diverse definitions of home.
- Delivering and facilitating creative workshops.
- Manage and coordinate a team of freelance facilitators and creative practitioners to deliver high-quality programmes with and for local communities, ensuring inclusive practice, clear communication, and effective project delivery.
- Support community involvement in collecting, exhibitions, gardens and gallery interpretation where relevant.
- Embed the Museum's practices, which are decolonial, nature-positive, and trauma-informed, into the planning, delivery and evaluation of community-led programmes and partnerships.
- Develop community-led events, workshops, seasonal programmes and partnerships.
- Produce creative programming responsive to community priorities, including cultural celebrations, food activities, intergenerational work, and contemporary issues.
- Work collaboratively with teams to ensure community perspectives shape content across Museum programmes.

Model building & framework development

- Create a format/toolkit for community engagement.
- Document processes, learning and evaluation to support organisational growth.
- Recommend approaches for working with other communities local to the Museum, to be identified with the Senior Learning Producer.
- Recruit freelancers, artists, and participants to deliver and work on programmes.

Partnerships & networks

- Co-ordinate ESEA community partnerships and relationships with external practitioners.
- Grow relationships with community organisations, places of worship, cultural collectives, local authorities and grassroots groups.
- Connect community collaborators with internal teams, ensuring transparent communication and shared outcomes.
- Seek opportunities for partnership commissions, knowledge exchange and community-led research.

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.

Key performance indicators (KPIs)

- Quality, reach and regularity of community-led programmes delivered.
- Successful engagement with Vietnamese and wider East & South Asian communities.
- Development and adoption of a community engagement framework.

- Growth of partnership networks and collaborative projects.
- Positive feedback and demonstrable community impact.
- Contribution to organisational inclusion, equity and audience targets.

Skills/Knowledge/Experience/Personal Attributes:

Type of technical, specialised skills or personal attributes that are required to deliver 'main responsibilities' above.

Essential

- Experience producing or delivering community-based cultural or creative programmes.
- Have networks with local organisations and an understanding of cultural events across East London.
- Demonstrable experience working with East and/or South Asian communities (Vietnamese experience or networks highly valued).
- A strong understanding of Trauma Informed practices.
- Understanding of co-creation, participatory practice and community-led methodologies.
- Ability to build trust with community stakeholders and maintain long-term relationships.
- Excellent facilitation and communication skills with diverse groups.
- Strong organisation and project delivery skills.
- Experience working collaboratively across teams and with external partners.
- Commitment to equity, representation and ethical practice.
- Competent in programme evaluation and reflection.

Desirable

- Language skills relevant to Vietnamese/East Asian communities.
- Experience with food-based, intergenerational or migration-focused programming.
- Fundraising or grant-based project experience.
- Evaluation frameworks or audience insight experience

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 employer, our recruitment is inclusive and accessible. If you would like to request an alternative application format on disability grounds, please contact us on jobs@museumofthehome.org.uk

All back of house roles on a minimum 4 days per week will work approximately one shift per month in the galleries as part of our Visitor First scheme.

This role will require flexibility to work evenings and weekends.

This role will require a basic DBS clearance.

Working to make Museum of the Home an amazing place to work.

Benefits

We aim to provide a stimulating working environment for everyone in the team. You'll be working alongside great colleagues and in a beautiful Grade I listed building.

You are also entitled to other employment benefits when you join us:

- 25 days paid holiday per year (increasing by one day per year, up to 30 days), plus bank holidays (FTE)
- Membership to one of two pension schemes
- Staff discount in our shop
- Free access to many exhibitions, museums and art galleries in London
- Enhanced sick pay and family leave
- Cycle to work scheme
- Season Ticket Loan
- A confidential Employee Assistance Programme
- Free tea and coffee

We also have various groups for staff to join:

- Wellbeing forum
- Climate Action Group
- Equity Action Group