

Job Description

Job Title:	<i>Communities Participation Producer</i>
Team:	Engagement
Reporting to:	Adults and Communities Participation Manager

1. Job purpose:

The *Communities Participation Producer* is based at Royal Museums Greenwich (RMG) with a remit to create a year-round regular cross-site public programme of activities inspired by the collections, themes and sites of RMG. This role is responsible for producing and delivering programmes in collaboration with community partners and stakeholders to create relevant, inclusive and inspiring activity. The role will focus on creating activity that welcomes underrepresented audiences to RMG sites, developing trusted relationships in the process and responding to the social purpose of the organisation.

The role will develop programmes that connect communities and collections around the legacies of empire, queer histories and stories of migration. This will involve working to facilitate dialogue around under-represented histories and current issues in a variety of formats including large scale public festivals, talks, workshops and more. These activities will bring people together from different backgrounds for informal social learning experiences leading to a deeper understanding of our shared histories and futures through a dynamic framework of regular public programming.

The role will have a focus on developing participation opportunities for African and Caribbean and East and South-East Asian diaspora and LGBTQ+ communities to develop stronger connections with the collection and bring new perspectives to maritime history. This will involve audience research, relationship development and internal dialogue to create supportive spaces and activity at RMG and contribute towards it becoming a more inclusive and representative organisation.

2. Key responsibilities:

- To collaboratively create and deliver an annual programme of activity including large scale annual festivals, workshops, talks, and events, underpinned by community participation, consultation and evaluation.
- To provide high quality and inspiring engagement opportunities that champion access, wellbeing, inclusion and anti-racist approaches
- To diversify audiences engaging with RMG by undertaking audience research, establishing new relationships with local communities, and developing programmes that respond to their needs and interests
- To develop programming that responds to the legacies of empire, queer histories and stories of migration, especially seeking opportunities that invite dialogue around RMG collections and spaces relating to these histories.

- To explore community-led research opportunities that bring new perspectives to the collection
- To champion the needs of communities across the organisation
- To develop marketing opportunities and content in collaboration with the web, marketing and press teams to ensure effective and sustainable promotion.
- To work collaboratively with Engagement colleagues and wider departments across the Museum to achieve the smooth and safe operation of the programme.
- To follow all safeguarding protocols and procedures
- To work within allocated budgets for programmes and project budgets and report regularly on spend and budget forecasting.
- The role will work collaboratively across the Engagement team and wider museum departments, particularly Curatorial and Research, Visitor Experience, Events and Marketing to coordinate activity, maximise impact and audience development.
- To work with People and Culture and wider Engagement team to recruit and manage a diverse pool of freelancers with skills appropriate to the needs of the audience.
- Maintain an up-to-date knowledge of learning and engagement practice across and outside the cultural sector and the needs of target audiences to ensure programmes are at the forefront of best practice.

3. Other responsibilities:

- To develop sustainable programmes through funding, sponsorship, partnerships and commercial opportunities.
- To maintain a current understanding of issues being faced by racialised and marginalised audiences and the ways in which RMG can support and respond to this

Person Specification

Job title: Communities Participation Producer

Team: Engagement

Essential criteria:

- Demonstrable experience of delivering a range of inclusive cultural engagement provision for diverse audiences, including large-scale public events.
- Experience of using cultural sites and collections for creative audience engagement.
- Experience of building and maintaining strong and sustainable partnerships with communities and stakeholders
- Experience of audience development through effective programming, marketing and partnership working.
- Experience of writing and producing resources and promotional materials for a range of target audiences.
- Excellent communication, empathetic and interpersonal skills.
- Innovative, imaginative, creative and self-motivated.
- A passion for activating and supporting dialogue around the legacies of empire, queer histories and stories of migration
- Experience of recruiting and managing freelancers and or volunteers
- A strong interest in the subjects and themes of the collections and sites, with a commitment to producing programmes which champion multiple perspectives, promote understanding of diverse narratives and draw contemporary relevance.
- Highly organised, able to work to deadlines and across multiple projects and to manage a budget. Experience of creating relevant, audience-led programmes for African and Caribbean / East Asian / South-East Asian diaspora communities
- The ability to undertake some evening and weekend working.

Desirable criteria:

- Experience and/or a commitment to work with different methodologies for audience engagement, consultation and evaluation
- Knowledge of maritime histories and their legacies and creating accessible learning environments for everyone
- Experience and/or commitment of developing engagement opportunities with and for LGBTQIA+ communities
- Experience of successful income generation, fundraising and applying an entrepreneurial approach in public programmes.

- Understanding of the local area around Royal Museums Greenwich and the challenges and opportunities connected to local audiences