

MUSEUM OF THE HOME

Role Specification: Production Assistant (freelance)

Fee:	£2,225
Expected hours:	6 weeks spread between mid-May and end of June 2026 working 2-3 days a week*
Location:	Museum of the Home, 136 Kingsland Road LONDON E8 2EA
Reporting line:	Commercial Programme Manager

Job purpose

Museum of the Home is seeking a freelancer to assist the commercial team with the administration and delivery of **What the Folk? Festival**. This creative programme will include a week-long festival comprised of a makers' market, talks, workshops, and performances.

*This role is likely to involve varied working patterns and will need a degree of flexibility to work with the Museum team at times and a pace that best suits their engagement. Applicants must be available for all festival dates, 13-21 June 2026.

Main responsibilities

- Provide administrative and production support to the **What the Folk? Festival** Project Manager.
- Assist with the project delivery of **What the Folk? Festival**, 13-21 June 2026, at times acting as a runner for artists and Museum staff.
- Support with marketing outreach, working with the project partners and the Museum of the Home's Communications Team to promote the events.
- Liaise directly with artists, creatives, speakers, and festival partners to distribute marketing materials, programme schedules, and pre-arrival information.
- Provide photography and documentation support on the days of programme delivery. Manage general enquiries about What the Folk? Festival internally and act as the first point of contact for external project partners regarding details relating to

the festival programme. Assist with set-up and break-down of festival projects, e.g. setting up tables, bars, and mics.

- Draft evaluation forms and support on-site evaluation capture in line with Museum evaluation protocols.

The above list is not exclusive or exhaustive, and you may be required to undertake such other duties as may reasonably be required to ensure success of the What the Folk? Festival.

What we are looking for & skills

- Demonstrable production or administrative experience (ideally within a creative field).
- Excellent written and verbal communication skills, alongside good numeracy and digital skills
- Highly organised, with great attention to detail and time management.
- A proactive approach with the ability to work independently and prioritise tasks efficiently.
- Ability to work under pressure, multitask, and solve problems creatively.
- Confidence to liaise with artists, creatives, and festival speakers to deliver agreed project proposals.
- Knowledge of Health and Safety and crowd management.
- Availability on all festival days (13-21 June) well as approximately 2-3 days per week during the 6-week period of the role, with exact working patterns to be agreed upon offer.

How to apply

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

All letters to be addressed to **Hannah Gardner Seavey**, commercial@museumofthehome.org.uk or Museum of the Home, 136 Kingsland Road, E2 8EA.

For applications by email, please use the subject line 'Freelance Production Assistant Application'.

Closing date: 11.59pm, Sunday 26 April
Interview date: Thursday 30 April
Start date: Monday 11 May

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, including our work with freelancers. 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 commercial@museumofthehome.org.uk

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