



# Cultural Engagement Officer

## BRIEF

### 'Suffrage in Egham' project

<b>Dates:</b>	June 2017 – June 2018
<b>Amount:</b>	£16,000 inc all VAT, travel and expenses
<b>Hours:</b>	As required based on project need, however, anticipated equivalent of 2 days per week
<b>Closing date:</b>	12pm, Tuesday 30 <sup>th</sup> May
<b>Responsible to:</b>	Curator
<b>Responsible for:</b>	Interns and volunteers as required

#### **1. Introduction**

Egham Museum is looking to secure a freelancer to be a part of the 'Suffrage in Egham' project team for a year to co-ordinate and deliver key areas of the project relating to community engagement activities, exhibitions, events and marketing.

Egham Museum, in partnership with Royal Holloway University of London, and Egham Town Team, are to launch an exciting new summer Arts & Heritage Festival in 2018 with the inaugural theme of Women's Suffrage, marking 100 years of some women having the vote.

The festival will incorporate and scale up both existing artistic activities and develop a new community and schools programme, using the arts as a means of interpreting the past. Our aim is to join up the currently disparate and uncoordinated strands of artistic activity in Egham to create a new and distinctive arts offer for the community and visitors; to forge a new and resilient cultural education partnership between the university, museum and Town Team; and to promote Egham as a vibrant cultural destination in its own right.

Funded by the Arts Council England, the 'Suffrage in Egham' project will include:

- A music commission
- A textile commission
- 'Play in the Community' activities
- 'History through the Arts' activities
- Magna Carta Day activities
- Pop-up temporary exhibition
- Festival of History
- Student internships
- Research
- A cultural tourism web offer
- Marketing & social media promotion
- Evaluation

## **2. Project Requirements**

The Cultural Engagement Officer will co-ordinate and deliver all 'History through the Arts' activities (which will need to be developed), manage interns and volunteers, research and curate the pop-up exhibition, head up the marketing, and support co-ordination of other Activity Plan tasks, working closely with the Museum Curator and other partners. He/she will also have delegated responsibility for elements of the budget. See attached draft Activity Plan for further project details.

### Key project Outcomes & Outputs

- a more sustainable and resilient museum
- increased visitor numbers
- increased learning resources
- additional tourism / non-local audience engagement through enhanced or new online presence via 'Visit Egham' destination website
- structured evaluation
- upskilling of and more opportunities for existing and new volunteers
- digitisation of relevant artefacts
- increased opportunities for the community to engage with heritage and art, and more artistic ways to do this
- increased opportunities for local community groups to engage with each other and with local schools
- increased sense of civic pride in Egham's emerging role as a cultural destination for those interested in exploring the history of liberty through a wide variety of artistic formats
- a more rounded re-development of the town that takes into account the importance of heritage and culture
- Royal Holloway students and staff will be more connected to Egham and its residents, increased opportunities for university-town dialogue and partnerships
- increased opportunities for student placements and volunteering

## **3. Person Specification**

### Experience & Knowledge

- Demonstrable track record and experience of enabling people to explore museum collections for learning, inspiration and enjoyment.
- Knowledge and experience of a wide range of educational and outreach methods and approaches.
- Experience of developing and delivering interpretative materials in a museum or historic building.
- Experience of working with children, families and other audiences.
- Familiarity with the access and learning requirements of different audiences.
- Experience of working within a cultural/heritage service or voluntary/third sector environment.
- Experience of team working, and an ability to play an effective role in multi-disciplinary teams
- Experience of working with a variety of partners and stakeholders.
- Experience of working with and managing volunteers.

## Skills & Abilities

- You will need to be highly organised, creative and driven, with the ability to think laterally and be able to guide and motivate others with your enthusiasm and energy.
- You will be proactive and possess excellent communication, presentation and relationship building skills.
- Demonstrable understanding of project management.
- Ability to deliver and present a range of subjects to a wide range of audiences using a variety of methods and technologies.
- Excellent organisational skills including the ability to work independently, manage own workload and work to deadlines.
- Experience, willingness and aptitude to apply and learn new skills.
- Ability to write, commission and edit interesting and accurate copy for educational and outreach projects and resources, brochures and advertising and promotional materials.
- Essential to this project is an excellent all round understanding of computer skills and knowledge.

## **4. Method of Work**

We do not wish to be prescriptive in terms of methodology. The methodology and timetable will be agreed at the start of the project with the Curator and form part of the contract.

The contract is offered on a freelance basis. The hours can be worked flexibly to suit the successful candidate and the needs of the project, however we expect the freelancer to be regularly present at the museum, liaising with the Curator and project team, the community and partners throughout. The job may involve occasional evening and weekend work and will include some travel.

There is shared office space available at the museum. A laptop will be provided and all work is to be saved on the museum's systems. Regular meetings will take place at the museum.

## **5. Confidentiality and copyright**

The freelancer is required to maintain the confidentiality of all proprietary or privileged information to which they will be exposed whilst undertaking this project. Egham Museum will be entitled to the copyright and all other intellectual property rights of the project deliverables.

## **6. Payment**

The project is a one-off, fixed-term project to run between June 2017 and June 2018. The total amount available is £16,000 to include all VAT, travel and expenses.

Payments will be made via monthly invoices for work completed that month. (An alternative payments schedule may be negotiated.) Payment will be made by cheque from Egham Museum.

## **7. How to Apply**

Please send your CV and a Covering Letter detailing:

- how your previous experience, skills and knowledge will help you to deliver this project
- your methodology/way of working and how this would meet the project requirements
- confirmed willingness to provide relevant public/professional liability insurances

Please email your CV and Covering Letter by 12pm, Tuesday 30<sup>th</sup> May 2017 to Sarah Corn, Curator on [curator@eghammuseum.org](mailto:curator@eghammuseum.org). Electronic applications only please.

Interviews, will take place on Friday 2<sup>nd</sup> June 2017. These may be carried out by telephone or Skype.



## *Suffrage in Egham:*

### *History through the Arts*

#### **DRAFT Activity Plan (subject to updates)**

<b>Start date</b>	<b>End Date</b>	<b>Activity or task</b>	<b>Task Lead</b>
10 April	26 May	Recruit and appoint freelance Cultural Engagement Officer and freelance evaluator	Project Manager and Working Group
15 May	26 May	Planning meetings with all partners	RHUL Project Liaison and Project Manager
15 May	9 June	Finalise and sign Partnership Agreements (assigning responsibilities and expectations for project elements and deliverables)	RHUL project liaison and Project Manager
15 May	9 June	Agree and sign commissioning contracts with Paula Doyle and Samantha Fernando	RHUL Project Liaison and Project Manager
29 May	2 June	Set up project pages on Egham Museum website. Plan project launch event to take place at Magna Carta Day 2017 and associated marketing	Project Manager
29 May	9 June	Induction of new team members	Project Manager
4 June	10 June	Launch 'Suffrage in Egham' project, its aims, participation and engagement opportunities to community at RHUL's Festival of History, and in the lead up to Magna Carta Day	Project Manager & Cultural Engagement Officer
12 June	30 June	Recruit research intern, to begin early July	Cultural Engagement Officer
12 June	25 August	Contract freelancer to design and develop web, brand and marketing for 'Visit Egham' destination website and 'Egham-by-Runnymede Arts & Heritage Festival' programme.	Cultural Engagement Officer
17 June	17 June	Magna Carta Day	Egham Town Team
17 June	30 June	Collate evaluation from Magna Carta Day and contact all people who expressed an interest	Evaluator

		in being part of the 'History through the Arts'.	
3 July	28 July	Develop and finalise 'History through the Arts' workshops and events programme	Cultural Engagement Officer
3 July	25 August	Coordinate research element of 'History through the Arts' programme, making contact with various groups and leading 'how to' research sessions	Research Intern
3 July	22 December	Carry out research element of 'History through the Arts' programme investigating: <ul style="list-style-type: none"> <li>• Historical context of women in society</li> <li>• Representations of Women</li> <li>• Inspiring Women</li> </ul>	Research Intern
7 August	31 May	Series of 10 drop-in days, one per month, to support participants of 'History through the Arts' programme	Egham Museum volunteers
7 August	22 December	Targeted community group engagement work as part of 'History through the Arts' research element, looking at historical context of women in society	Research Intern & Cultural Engagement Officer
5 Sept 2017	22 December	Targeted RHUL and Strode's College engagement work as part of 'History through the Arts' research element, looking at representations of women	Research Intern & Cultural Engagement Officer
5 Sept 2017	22 December	Targeted school engagement work as part of 'History through the Arts' research element, looking at inspiring women	Research Intern & Cultural Engagement Officer
1 November 2017	31 May 2018	Music composition	Music composer
1 November 2017	31 May 2018	Textile artwork	Textile artist
4 December	22 December	Consolidate summary of research to date to present in next element of 'History through the Arts' programme	Research Intern
5 Feb 2018	28 Feb 2018	'History through the Arts' 2x banner and pennant making workshops	Cultural Engagement Officer with Textile artist
1 Mar 2018	30 Mar 2018	'History through the Arts' 2x introduction to painting workshops	Cultural Engagement Officer with Runnymede

			Association of Arts
2 April 2018	31 May 2018	'History through the Arts' 2x drama workshops	Cultural Engagement Officer with RHUL Drama department, Play Festival members
Sat 26 May	Sat 9 June	<b>Egham-by-Runnymede Arts &amp; Heritage Festival</b> – all of the following form the Festival Programme	Cultural Engagement Officer
Sat 26 May	Sat 26 May	Egham-by-Runnymede Arts & Heritage Festival launch celebration at the Egham Museum, The Literary Institute with all partners and participants	Cultural Engagement Officer & Project Manager
Sat 26 May	Wed 30 May	'Play in the Community': Play Festival performances	Cultural Engagement Officer with RHUL Drama department, Play Festival members
Thur 31 May	Thur 31 May	Talk given on topic of women's suffrage	Cultural Engagement Officer
Fri 1 June	Sat 2 June	'History through the Arts: Music Making', one session for schools, one for community participants	Cultural Engagement Officer with Music composer
Sun 3 June	Sun 3 June	Festival of History held at Royal Holloway, including: <ul style="list-style-type: none"> <li>• Performance of Samantha Fernando's composition</li> <li>• Unveiling of Paula Doyle's textile art</li> <li>• Short Play! performances</li> <li>• A preview of the 'Suffrage in Egham' pop-up exhibition</li> </ul>	RHUL Project Liaison & Project Manager

Mon 4 June	Sat 9 June	'Suffrage in Egham' pop-up exhibition covering: <ol style="list-style-type: none"> <li>1. Introduction to women in society pre-1918</li> <li>2. Women in the home, women in the workplace</li> <li>3. Women at War</li> <li>4. The Suffrage movement</li> <li>5. Egham's Women</li> <li>6. The People's Act and its impact</li> <li>7. Representations of Women</li> <li>8. Inspiring Women</li> </ol>	Cultural Engagement Officer, Research Intern, Project Manager, Egham Museum volunteers
Sat 9 June	Sat 9 June	Magna Carta Day celebrations	Egham Town Team
9 June	29 June 2018	Consolidation, review and analysis of feedback and evaluation of festival and project as a whole	Evaluator