



**JEWISH
MUSEUM
LONDON**

COMMUNITIES & ENGAGEMENT PRODUCER

Application Pack

Communities & Engagement Producer

APPLICATION PACK

HOURS:	5 days per week Permanent contract. six-month probationary period
SALARY:	£32,000 - £35,000, depending on experience
LOCATION:	JW3, Finchley Rd, London NW3 6ET Whilst some work from home may be possible this role is predominately based at the office and will involve travel within London for meetings.
REPORTING TO:	Director of Learning
KEY RELATIONSHIPS:	Senior Learning Producer: Schools Learning and Communications Coordinator Collections Engagement Officer Director of Operations
ANNUAL LEAVE:	20 days, rising by 3 days after 2 years and then an additional 1 day per year to a maximum of 30 days (This is the full-time allocation; part time is worked out pro rata). Plus, statutory days.
OTHER LEAVE:	Noted Jewish holidays when they fall on contracted working days. TOIL policy in place

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1. Job Description

The Jewish Museum London has undergone substantial positive change over the past three years, adopting a Museum without Walls model and developing new ways to connect people with its collections, stories and programmes..

The museum is now building a new strategy and programme that will lead its transformation over the next 5 years as it tests out innovative new models for exhibitions, displays, learning and engagement in its new dedicated temporary space, Two Rooms building towards a new permanent site in East London planned to open in 2030. Community engagement, learning, participation and audience development are central to the museum's future.

This exciting new phase of development has been further strengthened by the recent announcement of up to £1 million in support from the Department for Culture, Media and Sport (DCMS). The investment recognises the Museum's important role in fostering understanding, engagement and community connection, and will support the continued growth of its learning, outreach and public engagement programmes

The Communities & Engagement Producer will play a key role in shaping and delivering the museum's community offer during this period of growth and transformation. The postholder will lead the development and delivery of a community engagement and co-creation project in partnership with the Collections Engagement Officer, developing relationships with a broad range of communities and organisations and creating opportunities for participation inspired by the museum's collections and contemporary collecting work.

The role will also lead the development of a new Young Producers pilot programme, creating opportunities for young people to engage with the museum, develop skills and contribute to future programming and displays.

Family learning programmes and engagement activity for older adults are an important part of the role. The postholder will work closely with the Learning and Communications Coordinator, who will take responsibility for much of the day-to-day coordination and administration of family learning activity, while the Communities & Engagement Producer provides programme development, content oversight and strategic direction.

Working collaboratively across the organisation, particularly with the Collections Engagement Officer and Director of Operations and Events, the Communities & Engagement Producer will contribute to the development of community-focused programming within Two Rooms and support the museum's ambition to engage broader and more diverse audiences.

The ideal candidate will be creative, innovative and audience-focused, with experience of developing participatory programmes, building partnerships and delivering community-centred projects within museums, heritage organisations, cultural institutions or community settings.

While rooted in Jewish history, culture and contemporary life, the museum's programmes are intended for and developed with people from all backgrounds, faiths and communities.

2. Main Duties & Responsibilities

The Communities & Engagement Producer is responsible for developing, delivering and evaluating community programmes and engagement activity that connect diverse audiences with the museum's collections, exhibitions and contemporary themes. Working collaboratively across the organisation, the postholder will build partnerships, develop new audiences and create opportunities for participation, learning and engagement.

Partnerships, Programme Development and Delivery

- Build, develop and maintain relationships with community, cultural, heritage, youth, educational and voluntary sector organisations.
- Lead the development and delivery of community engagement programmes and projects, including a major co-creation project in partnership with the Collections Engagement Officer and a Young Producers pilot programme.
- Develop opportunities for participation, dialogue and creative engagement inspired by the museum's collections, exhibitions and contemporary collecting work.
- Undertake consultation with partners, participants and target audiences to inform programme development and ensure activity is relevant, inclusive and responsive.
- Develop and deliver activity for a broad range of audiences including young people, families, older adults and community groups.
- Lead the continued development of the museum's Curious Minds programme and other engagement activity for older adults.
- Work in partnership with the Learning and Communications Coordinator on the delivery of family learning programmes, providing content development and programme oversight.
- Work closely with the Director of Operations and Events to develop and deliver community-focused programming within Two Rooms.
- Source, brief, train and manage freelance facilitators, artists and practitioners, ensuring all activity is delivered to Jewish Museum London standards.
- Support delivery of schools outreach, workshops or virtual classrooms on an ad hoc basis when required and work collaboratively with the Senior Learning Producer: Schools to ensure alignment across programmes.

Audience Development, Marketing and Communications

- Develop and implement approaches to audience development that broaden participation and build relationships with new audiences and communities.
- Work with colleagues across the museum to market programmes and opportunities using appropriate channels and accessible messaging.
- Contribute content for marketing, communications and audience development campaigns.
- Support the promotion of programmes, events and engagement opportunities through digital and in-person channels.

- Represent the museum at external meetings, conferences and sector events and maintain an up-to-date knowledge of best practice within community engagement, participation and audience development.

Inclusion, Evaluation and Administration

- Ensure all programmes and activities are inclusive, accessible and welcoming to a broad range of audiences and communities.
- Embed equality, diversity, inclusion and accessibility considerations into programme planning, delivery and evaluation.
- Develop evaluation frameworks and tools to measure participation, reach and impact.
- Monitor progress against agreed KPIs and project outcomes and contribute to reporting for funders, stakeholders and internal planning.
- Manage budgets, resources and project administration as required.
- Undertake any other duties reasonably required to support the operation and development of the Museum.

This Job Description is subject to alteration in response to changes in legislation or the Jewish Museum London's operational procedures.

The post holder may be required to undertake such other duties as may reasonably be required, consistent with the level and scope of the role.

3. About the Museum

Support you will have in place

- Regular 1-1s with the Director of Learning
- General support from the wider Museum team
- Training in all Museum systems
- CPD sessions
- Training in Museum policies and practices

Being Part of the Wider Team

The Jewish Museum London is a small, friendly, collaborative organisation, and we work inter-departmentally. In this role you will be working both with colleagues and Board members and may occasionally represent the Museum during external meetings.

4. Person Specification

The below experience, knowledge and skills have been identified as key to this post. We recognise that applicants may not possess every item on this specification. Above all, we are seeking a creative, innovative and collaborative individual with experience of developing partnerships, community engagement and audience-focused programmes within museum, heritage, cultural or community settings.

Essential

- Proven track record of developing and delivering successful community engagement, participation, informal learning or public programmes.
- A creative and innovative approach to developing programmes, partnerships and audience engagement opportunities.
- Proven ability to build, develop and sustain partnerships with a broad range of organisations, stakeholders and communities.
- Experience of managing projects from concept through to delivery and evaluation, including budgets, resources and logistics.
- Strong organisational skills with the ability to manage multiple priorities, partnerships and projects simultaneously.
- Experience of consultation, co-creation and audience-centred programme development.
- Experience of engaging diverse audiences through creative and participatory approaches.
- Experience of recruiting, briefing and managing freelancers, artists, facilitators or practitioners.
- Experience of evaluation and reporting, including measuring participation, impact and outcomes.
- Excellent communication, relationship-building and stakeholder management skills.
- Understanding of audience development, informal learning practice and approaches to broadening participation.
- Understanding of and commitment to equality, diversity, inclusion and accessibility.
- Knowledge of Jewish history, heritage and culture, or a demonstrable interest in developing this knowledge and applying it within a museum context.

Desirable

- Experience of developing and delivering youth engagement or youth participation programmes.
- Experience of community co-creation projects linked to collections, exhibitions or contemporary themes.
- Experience of working with older adults, wellbeing programmes or dementia-friendly initiatives.
- Experience of family learning or intergenerational programming.
- Experience of contributing to marketing, communications or audience development campaigns.

5. How to Apply

To apply:

- Deadline is **9am Thursday 30 July**
- **Please send your CV and a covering letter explaining your interest in the post and relevant experience to natalie.burger@jewishmuseum.org.uk**
- **Fill in the Equal Opportunities form [here](#)**
- The candidates who appear from their application to best meet the person specification above will be invited to interview. It is thus essential that your cover letter speaks to these criteria.
- There will be 2 stage interview process

6. Equal Opportunities Policy

1. Statement of Policy

The Jewish Museum endeavours to be an equal opportunity employer and has a policy for this purpose.

The aim of the policy is to ensure that no job applicant or employee receives less than favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, age, marital status, sexual orientation or disability or is disadvantaged by conditions or requirements which cannot be seen to be justifiable.

This policy covers all aspects of employment including vacancy advertising, selection, recruitment, training, conditions of service and reasons for termination of service.

To ensure that this policy is operating effectively and for no other purpose the Museum maintains records of employee's racial origins, gender and disability. The Museum will ensure that there is ongoing monitoring and analysis of such records to provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The Director of Operations is responsible for the effective operation of the Jewish Museum's Equal Opportunities policy.

2. The Policy

2.1 Vacancy Advertising

Wherever possible all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

All vacancy adverts will include an appropriate short statement on equal opportunity.

2.2 Selection and Recruitment

Selection criteria (job description and employee specification) will be kept under constant review to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

At least two people must be involved in the selection interview and recruitment process, and should have received training in equal opportunities. Reasons for selection and rejection of applicants must be recorded.

2.3 Personnel Records

In order to ensure the effective operation of the equal opportunities policy and for no other reason a record will be kept of all job applicants' and employees' racial origins and disability.

Where necessary employees will be able to check/ correct their own record with regard to equal opportunities. Otherwise access to this information will be protected.

Such records will be analysed regularly and appropriate follow up action taken.

2.4 Equal Opportunities and Volunteers

The Jewish Museum is committed to supporting and developing its volunteers and will apply the spirit of this policy to them.

2.5 Visitors, Staff and Outreach

The Jewish Museum also seeks to provide equality of opportunity for service users of all backgrounds. Particular effort is made to reach the elderly, disabled and disadvantaged through its programme of outreach which includes educational programmes, talks and travelling displays.

Wherever possible efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the needs of disadvantaged and/or underrepresented groups.

3. General

The objectives of this Equal Opportunities Employment policy are

- To ensure that The Jewish Museum has access to the widest labour market and secures the best employees for its needs.
- Ensures that no applicant or employee receives less than favourable treatment and that wherever possible they are given the help they need to reach their full potential to the benefit of the Jewish Museum and themselves.

The cooperation of all employees is essential for the success of this policy. However, the ultimate responsibility for achieving the policy's objectives and for ensuring compliance with the relevant Acts of Parliament as well as the various codes of practice lies with the Jewish Museum. Behaviour against the spirit and/or the letter of the laws on which this policy is based will be considered a serious disciplinary matter and may in some cases lead to dismissal.

7. Jewish Museum Equal Opportunities Monitoring Form

We are committed to equal opportunities in our recruitment process. This form is not sent to the recruiting panel and has no part in the shortlisting process. The information you supply on this form will be kept confidentially and for the purpose of recruitment monitoring and provision of statistical data only.

Please follow this link to complete the Equal Opportunities Form for this post.

<https://forms.gle/PFbyDXBsotjs44BJ7>

Please note this is optional.

Data protection: Information from this application may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them.