

Job Title	Exhibition and Community Engagement Coordinator - Freelancer
Contract Fee	£6,100, approximately £260 - £300/day
Responsible to	Engagement and Collections Manager
Works with	A team of freelancers, our community partner, Project Officer, Development, Communications and Retail Officer, and Engagement Officer.
Delivery dates	Between November 2024 – September 2025

The Museum of Cambridge is looking to appoint an experienced socially engaged practitioner with experience in co-curation as part of the *Legacies of Windrush in Cambridgeshire* project. Funded by Arts Council England and Cambridge City Council and working in partnership with the African Caribbean Research Group, this project seeks to celebrate and showcase the histories of the Windrush generation through a co-curated exhibition.

This project is looking explore, celebrate and share the richness of the Caribbean and Windrush communities in Cambridgeshire. Oral histories, collected from community Elders will safeguard the histories that are at risk of disappearing, while working with young people to co-curate an exhibition will enable more people to hear these important stories.

We are particularly keen to hear from creatives from Caribbean diaspora communities, who will bring lived experience of the Windrush generation.

Key Dates:

Stage	Tentative Dates
Selection	Early November 2024
Induction and commencement	November 2024
Workshops with young people	December- February 2025
Exhibition opening	March 2025
Project legacy	March 2025-June 2025
Final evaluation workshop with young people and Elders.	September-October 2025

Scope:



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

The Exhibition and Community Coordinator will develop and run workshops to support young people to reflect, learn about and develop ideas for an exhibition based on the legacies of the Windrush experience in Cambridgeshire. These workshops will draw on the oral histories recorded by the project with Windrush Elders, objects donated by community members, as well as the Museum's collection.

Workshops will enable participants to identify objects, stories and themes to be presented in an exhibition. Reflecting on oral history content, as well as the Museum's collection and new objects donated by the communities the young people will be enabled to share their experience of being descendants of the Windrush generation and reflect on the legacy of the Windrush experience today.

ECC and the Project Officer will support the young people and Elders with the development of appropriate digital legacy of the project's findings to be displayed on the Museum's website(s), www.museumofcambridge.org.uk or www.capturingcambridge.org.uk

This creative will:

- Develop a series of structured workshops to enable young people to define, reflect and respond to the Windrush experience in Cambridgeshire as heard through collected oral histories, donated objects and the Museum's collection, as well as their own experiences of the legacies of Windrush.
- Create an open atmosphere where young people are able to share their reflections and experiences openly and creatively.
- Work with the Engagement Officer to develop public family activities on the topic of Windrush.
- As part of the workshops series, with the Project Officer, facilitate co-curation workshops, leading to a major exhibition from March-September 2025.
- Work with the Project Officer, a freelance graphic designer and community partner to shape the exhibition and digital legacy outputs.
- Attend exhibition opening and relevant programming events.

Deliverables:

Facilitate a minimum of 4 workshops with young people to ideate and reflect on the legacy of the Windrush generation using oral histories and Museum collection.

Facilitate a minimum of two co-curation specific workshops.

Facilitate one evaluation workshop after the exhibition.

Input into the project evaluation.

Person Specifications:

Skills and Abilities	
Socially Engaged Practice	You will have experience and examples of enabling participation with diverse groups.
	You will be able to work with young people in a way that inspires and encourages participation.
	Experience developing, delivering and working with communities to collaborate on culture projects.
Communication and Working Style	You will have excellent communication skills, and be able to work with different working and communication styles
	You will be able to contribute to and follow a project management structure, feeding into the wider project plan.
	You will be able to work with multiple points of contact across the Museum team.
	You will be mindful of the sensitivities associated with the Windrush.
	You will have good knowledge and appreciation of Caribbean culture and heritage, particularly around the Windrush generation in the UK.
Health and Safety and Safeguarding	As with all members of the Museum team, you will be committed to safe working practices, with the ability to follow and manage health and safety and safeguarding risks in a museum setting.
Working pattern	You will be able to meet with community participants outside of traditional working hours, flexible to meet in evenings and on weekends.

Apply:

To apply for this, please submit a CV and short covering letter which outlines recent relevant experience of working in social engaged practice and your experience working with young people in co-curation. Please include two recent references and your fees inclusive of VAT.

Applications should be sent to **Alex Smaridge** (alex.smaridge@museumofcambridge.org.uk) by **5 pm 30th of October, 2024**, with the subject line "ECC Legacies of Windrush". Selection will take place by the 14th of November, following interviews.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

The Exhibition and Community Coordinator will be appointed based on:

Knowledge and experience of socially engaged practice	Interview and application
Experience and appreciation of the Caribbean and Windrush diaspora communities	Interview
Experience working with young people	Interview and application
Value for money	Application

Equality and Diversity

The Museum of Cambridge values diversity and is actively committed to equal opportunities across all its operations, including consultancies.

Enquiries

Any question relating to this quotation request can be sent to Alex Smaridge
alex.smaridge@museumofcambridge.org.uk

Confidentiality

The contents of this Request for Quotation are confidential and must be used only for calculating and submitting your application to the Museum of Cambridge.

This project is supported by Arts Council England and the Cambridge City Council.