



South East Museum Development
c/o Royal Pavilion & Museums Trust
4-5 Pavilion Buildings
Brighton
BN1 1EE

Freelance Opportunity: Case Study Content Creation January – April 2023

Organisational Context

South East Museum Development is funded by Arts Council England and is governed by a partnership led from within the sector by Royal Pavilion & Museums Trust, Chatham Historic Dockyards, Hampshire Cultural Trust, and Oxfordshire Museum Service (Oxfordshire County Council).

We are a trusted critical friend providing grassroots support to museums in the south east of England. Our team of experts provide relevant and timely advice, strategic funding, and training that our museums need to flourish. We champion the region's museums to ensure that the positive impact they have on the communities they serve is recognised, supported, and advocated for.

Our team works across the region, and we have Museum Development Officers (MDOs) based in Brighton (covering Kent, Surrey, East and West Sussex); Hampshire (covering Hampshire Solent and Berkshire) and Oxfordshire (covering Buckinghamshire and Oxfordshire). We also have a central team who provide programme planning and delivery support, in addition to an Accreditation Advisor who works across the region.

The Work

In 2022-23 we have committed to profiling a range of museums and heritage organisations across the south east; creating dynamic video case studies to promote best practice in museums in our region related to Arts Council England's [Investment Principles as part of their 'Let's Create' strategy](#).

This digital content will be shared on www.southeastmuseums.org, in our regular e-newsletter and across our social media platforms (Twitter and YouTube).

To create this new digital content, we wish to recruit a freelance practitioner to carry out the work, offering an opportunity to an individual with relevant skills in communications,

and media with a passion for heritage to work with our team to showcase our region's brilliant museums.

Scoping potential museum case studies, making site visits to selected museums, digital content creation and delivery should take place between January and April 2023. The practitioner will be home working, connecting with the SEMD team online and on site at museums. It is envisaged that a minimum of 4 museums will be selected for case study focus, which should take c.12 x working days (4 site visits, 8 x days prep & post-editing work).

The practitioner will need to be able to resource their own IT equipment and have access to video editing software (not provided). We will provide a high quality camera, microphone, and tripod.

Key Tasks

To work with the Museum Development Assistant (MDA) and Assistant Programme Manager (APM) at South East Museum Development (SEMD) to create a series of video case studies to profile museums and heritage sites who champion best practice in the south east region.

- Liaise with SEMD team members and selected museums to plan and arrange case study filming and interview plans.
- Attend site visits to museums and heritage organisations in the south east region (Kent/Medway, Surrey, Sussex, Hampshire, Berkshire, Oxfordshire and Buckinghamshire).
- Create video/audio content as described in bespoke site plans for each venue e.g., capturing visitor experiences, staff teams at work etc.
- Complete the editing process to produce a finished audio/visual profile for each museum venue after each site visit in accordance with SEMD's comms guidelines (these will be provided).
- Ensure that all risk assessments are completed and adhered to whilst working with SEMD and all health and safety requirements are followed.
- Meet with the SEMD team to plan onsite and editing follow-up work.
- Attend SEMD online team meetings as necessary.

Person Specification

Knowledge, skills and experience required:

- Experience using video editing software
- Experience with onsite filming, using video capture equipment and associated kit e.g., microphone, tripod stands, lights etc.

- Excellent communication skills
- Able to work independently to complete tasks
- Able to travel independently to sites across the south east region
- Able to lead conversations and liaise with museum staff directly
- An interest in heritage, and experience visiting museum sites
- Experience of conducting interviews (oral history, video testimonies, social media etc.)
- Familiar with the Google administrative suite and Microsoft office suite.

Delivery period: 30 January 2023 – 28 April 2023

Project budget and payment terms:

- £5000 (including VAT and any travel/subsistence expenses).
- 50% of the fee to be paid at the start of the work, 50% upon completion.

Please note, as this is a freelance opportunity, the successful applicant will be responsible for arranging their own National Insurance and tax.

How to Apply

Application deadline: 5pm, Friday 6 January 2023.

We are committed to providing opportunities to applicants from those who are significantly underrepresented in our sector, such as young people, disabled people, and individuals from black and minority ethnic communities.

We welcome applications from everyone – diversity, inclusion and the feeling of belonging matters to us, and we offer a stimulating and professional environment in which to work.

To respond to the brief, please provide:

- An introduction to you and your credentials
- Details of your relevant experience and competency
- Information on why you are interested in this opportunity

CVs are acceptable. The first two points on the list above or CV should be no more than 2 sides of A4 in total. Your response should be no longer than two sides of A4 in total or could take the form of a short video presentation.

Please email your response to office@southeastmuseums.org with the subject line 'Freelance Opportunity'.

Next Steps

- Applications will be assessed by a panel of Museum Development team members on Monday 8 January 2023.
- We will contact all applicants with the outcome of their application by 5pm, Tuesday 9 January 2023.
- Provisional (online) interview date: Monday 16 January 2023.
- Start date: Monday 30 January 2023.

Key Contact

If you would like to talk to us about the work in more detail or have any questions at all, please contact Juliet Thomas via the contact details below.

Juliet Thomas |
Assistant Manager |
South East Museum Development |

Contact me:

t: 07483 165685 | e: juliet.thomas@southeastmuseums.org
Monday to Friday; 9am to 5pm |

Connect with us:

[@SEMuseumD](#) | southeastmuseums.org
