

RECRUITMENT PACK

Freelance Community and Education Producer

The Freelance Community and Education Producer will lead on the Community, Education and Heritage Engagement elements during the Development Phase of *The Heart of Hackney* project.

10 Nov 2025
HEFCAEP



THE ROLE

Role:	Freelance Community and Education Producer
Line manager:	Head of Learning and Participation
Fee:	£15,000 (excluding VAT if applicable) paid in monthly instalments
Contract:	Freelance contract between w/c 12 Jan – w/c 12 Oct 2026

Context:

Hackney Empire is about to embark on the Development Phase of a project, *The Heart of Hackney*, made possible by The National Lottery Heritage Fund, thanks to National Lottery players.

The project aims:

- To conserve, protect, and upgrade our iconic historic Grade II* Listed building for future audiences, including environmental improvements to continue our carbon reduction
- To secure and communicate how Hackney's changing communities shaped the theatre's 125-year rich heritage of popular and radical programming; the diverse audiences and artists involved in the vanishing arts of Variety, Magic and Music Hall alongside the surviving ones of Music, Comedy, Carnival and Pantomime
- Engage new communities with local heritage tracing how East London's Migration Heritage has driven our mission to help historically disenfranchised people find their voice on our stage
- Record the achievements of historical artists and past participants through an exhibition to increase the visibility of the contribution made by artists and audiences from under-represented, East London and low socio-economic backgrounds
- Create mentored opportunities for young people to connect with Hackney Empire's history and their own futures

The role:

The Freelance Community and Education Producer will lead on the Community, Education and Heritage Engagement elements during the Development Phase of the project. The Community and Education Producer will work closely with the wider project team, contributing to research and development, running consultation and listening events, engaging young people, school children and the wider community with Hackney Empire's heritage. The aim is to tell the story of Hackney Empire's heritage in the context of its local communities and artists.

OBJECTIVES:

- To build and nurture relationships with local primary schools, and to engage children in the heritage of Hackney through cross-curricular schemes of work
- To develop a new strand of work for young people aged 14 to 19, ensuring that young people play a key role in uncovering and sharing Hackney Empire's heritage
- To ensure that a broad range of stakeholders are consulted and engaged as part of The Heart of Hackney Project, including the local authority and grassroots organisations
- To engage with research that tells the story of Hackney Empire's 125-year history and translate that into relevant and engaging projects
- To contribute to Hackney Empire's 125th anniversary celebrations

KEY

DELIVERABLES:

- To research and develop an agreed pilot project for primary schools, focusing on the musical history of Hackney and working closely with teachers and school leaders to deliver the project
- To develop a training and development programme for Young Researchers, in consultation with the Learning and Participation team and the wider project team
- To work closely with the Learning and Participation team and the wider project team to integrate the team of Young Researchers into the project development
- To develop and lead on at least two community listening events. The listening events will be an opportunity to consult with our local stakeholders about our heritage and inform future heritage inspired programming
- To provide advice to the wider project team on the research and development phase of Hackney Empire's Heritage Exhibition
- To manage a project delivery budget ensuring compliance with agreed guidelines

- To gather high quality data and information for monitoring and evaluation purposes, as required
- To treat information and materials relating to Hackney Empire as confidential, and utilise for the purpose of the project only
- To contribute to the Delivery Phase application to The National Heritage Lottery Fund by sharing research and insights gathered from community consultation and primary schools pilot project

TIMELINE:

- Delivery of Young Researchers training programme – February 2026
- Delivery of Listening Event 1 – February/March 2026
- Primary School Project R&D – February to May 2026
- Delivery of Listening Event 2 – April/May 2026
- Primary School Project delivery – June 2026
- Collation of research and archive materials – July to August 2026
- Exhibition development phase – September 2026
- Delivery Phase Application contributions delivered – October 2026

Terms & conditions of the role:

- The role is offered on a Freelance basis
- Contract length: Approximately 6 days of 7 hours/day each month between w/c 12 Jan – w/c 12 Oct 2026. Working days to be mutually agreed based on project need and timesheets to be provided with invoices
- The role will require a combination of work on site at Hackney Empire and remote working in the community. Evening and weekend work will be required
- All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

HOW TO APPLY

Reference: HEFCAEP

Apply by: Mon 1 Dec, 10am

Interview(s): Mon 15 Dec

Ideal start date: W/C 12 Jan 2026

Candidates should apply for this role by providing a:

- Cover letter which:
 - Is no more than 1 side of A4
 - Details the skills and experience you hold that will enable you to deliver this role
 - Gives examples of similar projects you have worked on previously
 - Explains why you are interested in this role
- CV
- Completed Equal Opportunities Form

Applications should be sent to creative.futures@hackneyempire.co.uk including in the subject line reference **HEFCAEP**, by 10am on Mon 1 Dec 2025.

We treat all job applicants equally, regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexual orientation or any other equality characteristic. We are an equal opportunities and disability confident employer and particularly welcome applications from individuals who are underrepresented in the arts and culture sector.

