



Freelance Graphic Designer

Role: Freelance Graphic Designer

Start Date: Immediate, work offered on project – to project basis

Location: Remotely with and some in-person meetings and site visits as agreed in advance

Reports to: Arts & Heritage Producer

Organisation: Oxford House, Derbyshire Street, E2 6HG, London

Engagement terms: Freelance role Fee: Max £200 per day, fee will be adjusted / negotiated between OH and Designer for shorter days i.e. half days if necessary, - inclusive of VAT and all fees, materials, expenses, and travel costs.

The Role:

Oxford House is a community arts centre which has been based in Bethnal Green since 1884. We are seeking a freelance graphic designer to support our team in developing a new history exhibition leading up to our 140th anniversary this summer. Our new **History House** exhibition will explore Oxford House's history through the experiences of different communities over our long history in the East End. Using archive, sound, and video and set dressing we aim to make an accessible and interactive exhibition, with a particular emphasis on untold stories. Working closely with the Arts & Heritage Producer, we are looking to collaborate with a proactive and versatile freelance designer who is passionate about reaching diverse audiences and contributing to a small but ambitious community-focused arts centre.

The Exhibition

History House will be a new interactive exhibition in our gallery space telling our story using original archive, memory, and creative outputs from several community co-curation projects we have been working on over the last 2 years, this includes:

- Archive material including posters, images, books and letters from Oxford House's Archive
- Three new films made by local community members about OH's history
- 12 new oral histories representing diverse voices from OH
- Crowdsourced memories and photographs shared by the community.

Designer Responsibilities:

- Lead on creating History House exhibition branding
- Support in design planning for exhibition working closely with Arts & Heritage Producer
- Lead on designing print and graphics for exhibitions including captions, wall graphics, interpretation

- Presenting back design ideas at different stages to team for review and feedback
- Attending design briefings with Arts & Heritage Producer and Marketing Co-ordinator
- Support in liaising with printers (with Arts and Heritage Producer)
- Support in sourcing museum props
- Ensuring that all material / outputs are produced to an excellent quality
- Ensuring that outputs are developed within budget
- Liaising with printers / production teams

The successful designer will:

- Embrace and incorporate curatorial direction on their design with an open approach and flexibility needed when designing community heritage projects
- Work collaboratively with Heritage Producer to design an exciting and informative community exhibition space at Oxford House.
- Work with Project archivist to consider unconventional ways to display archive material safely using accessible methods
- Consider who sound and audio will be used in the space, with support from an audio technician and sound editor
- Manage costs effectively
- Source material and input into co-ordination physical design install / get in
- Work closely with graphic designer to develop bold and accessible graphics, signage and interpretation in the space, with different user groups considered.
- Choose durable, robust and sustainable materials for exhibition space

Essential Skills / Experience

- Excellent design skills
- Experience designing branding and campaigns working with both print and digital
- Experience in artwork/ graphics production
- Excellent attention to detail
- Working quickly to set deadlines
- Brilliant teamworking and communication skills
- Working to your own initiative
- A passion for arts, culture and communities
- Experience of creating digital content for social channel including Instagram
- An understanding of East London's diverse communities
- Flexibility needed when working in a fast paced but small community – based organisation

Equality and Diversity

Oxford House is based in the heart of East London, and we want our staff and volunteers to reflect this. We actively value and encourage applicants from a range of backgrounds and lived experiences to apply for this role. OH, strives to be an equal opportunities service provider and employer. OH, recognises that many groups of people within society suffer disadvantage, harassment, or discrimination in many aspects of their lives, thereby devaluing them and denying them their basic rights. OH, commits itself to combating such discrimination by seeking to extend within the organisation opportunities for people affected by disadvantage and discrimination. OH, recognises that many people have different lifestyles and responsibilities that make demands on them as carers

for children, family, or partners. OH, seeks to ensure equality & diversity throughout services, employment, and management by providing appropriate encouragement where necessary to enable all types of people to play an active role and advance within its structure. OH, seeks to raise awareness within the organisation and amongst members and users of the various forms of discrimination and to promote efforts to combat it. OH, will train all its staff and volunteers in equality & diversity to ensure that they are up to date with any new legislation. All forms of discrimination, abuse or harassment by staff will be regarded as disciplinary offences and dealt with in accordance with OH disciplinary procedures.

How to Apply:

Please Send:

- CV (no longer than 1 page)
- Cover letter (no longer than 1 page) - tell us why you want to work on the project and your approach to History House
- 2 examples of recent previous projects you have worked on showcasing print and digital outputs

Email this information to jobs@oxfordhouse.org.uk by Wednesday 1 May, 10pm