

ARTS & HERITAGE PRODUCER

RECRUITMENT PACK

August 2025



WELCOME

It isn't easy to describe Oxford House. Obviously, it is a building. Even more to the point, it is the people who use it."

David Clarke, Director of Oxford House



Thank you for your interest in working at Oxford House.

Oxford House is a community arts centre based in the heart of Bethnal Green. We offer a diverse programme of creative opportunities with participation and heritage central to our work.

Each week we welcome circa 1,200 people for a range of live events, creative classes, exhibitions, and special projects. Our users are from diverse backgrounds, abilities, and ages, mostly from Tower Hamlets and surrounding East London boroughs.

Our vision is to build a harmonious and creative community in Bethnal Green, including tackling the persistent challenges and inequalities that still exist in East London and prevents our community reaching its full potential.

We aim to achieve this by providing a community-led, inspiring, and sustainable multipurpose arts space that focuses on participatory arts, heritage and community collaboration.

You will lead on our heritage and programming work including a NLHF project, 'Made in the East End.'

This is an exciting stage of our development as we develop our reputation as a space for imaginative participatory heritage work.

We are keen to strengthen the voices of Asian, Black and Global Majority people, those who are disabled, and those from the LGBTQ+ community and / or from lower socio-economic backgrounds, in our team. If you identify this way, you can tell us this in your own words in the covering letter and monitoring form.

We would love to hear from you!
Michael Judge (Chair) & John Ryan (CEO)

Arts & Heritage Producer

Location: Based at Oxford House

Reports to: Chief Executive

Organisation: Oxford House, Derbyshire Street, E2 6HG

Salary: £38,500 a year (35 hours per week)

Fixed term until February 2027

About Oxford House

Oxford House is a historic 'settlement house' established in 1884 by students and graduates who came to live and work in the East End. They established projects and community initiatives ranging from boys and men's clubs, to work exchanges and adult learning initiatives for local people. Oxford House has been based in its listed Victorian building in the heart of Bethnal Green since 1891.

Oxford House has seen many important moments in history from universal suffrage to ongoing struggles for racial equality and both World Wars. The post-war period saw Oxford House become a vital community hub in Bethnal Green reflecting its diverse local community. From youth work, projects for older people, to women's groups and community-led Somali cultural projects, Oxford House has reflected a changing East End.

Today, Oxford House is still a vital community hub still based in our beautiful, recently refurbished Grade II listed building on Derbyshire Street with a 120-seat theatre, gallery, dance studio, Victorian chapel, cafe and rooftop terrace with spectacular views across East London.

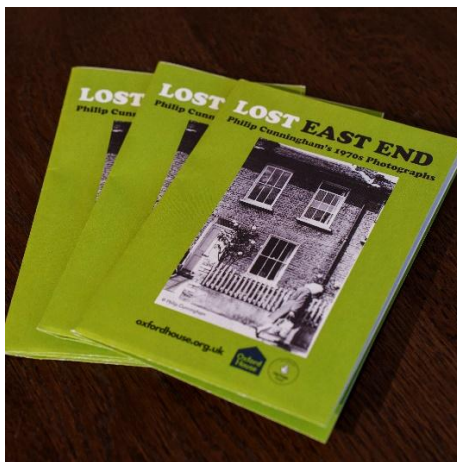


'Made in the East End'

Over the next four years Oxford House has an ambitious plan and continue our transformation into a dynamic heritage site with community history and creativity at its heart. Our NLHF project 'Made in the East End' programme sees us deliver two strands of work:

'Made in the East End programme' will see us deliver inspiring heritage projects bringing our community together to learn, exchange ideas and create new public artworks, writing and performances responding to local history and our archive.

Supporting Organisational transformation and Sustainability As a small but ambitious organisation, Oxford House aim to build staff/volunteer capacity to achieve our vision for the future. This includes deepening evaluation practices, investment in training, expanding fundraising capacity and building partnerships which ensure long-term growth and sustainability.



"I think Oxford House do very well at *truly inclusive* programming."

Local resident



The Role

The Arts & Heritage Producer is responsible for leading the delivery of Oxford House's Heritage Programme. This includes delivering the objectives and outcomes our NLHF project 'Made in the East End'. This role is focused on leading and exciting programme of heritage outreach projects working at Oxford House and a range of community settings in the Tower Hamlets. Activities include:

Community Banner Making Project / Celebrating East End Textile Heritage - Oxford House sits adjacent to Weavers Fields, named after the rows of workshops which stood there for over 100 years. Our nearest streets were once full of upholsters, braid makers, weavers and silk winders. Subsequent Jewish and Bengali communities further shaped this local industry. 'Made in the East End' will see the creation of a series of textile banners honouring this rich heritage, made by our community. Working with a local textile artist, we will deliver 14-20 workshops in schools, libraries, care home and local shops to create these artworks which will go on a new exhibition which will tour community venues across Tower Hamlets.

Working-Class Writing - Tower Hamlets is the youngest borough in London and our community is shaped by young people's ideas and energy. We will launch a new school writing project exploring working-class history. Inspired by prolific periods of community writing and publishing in the 1970s/80s at Oxford House, young people will delve into our archives and meet local changemakers and writers to create a new

anthology which will be available across the borough. We also will deliver literature events for all ages platforming East London's writers responding to East London's unique history.

Artist Residency programme for British-Somali Artists - Working with resident company, Kayd Somali Arts & Culture, we will continue to deepen Oxford House's 40-year long relationship with Somali communities. We will offer two paid artist-residency programmes to local artists. Culminating in showcases in Somali Week Festival, artists will respond to OH's archive and community memory. We will also co-programme five 'creative mixer events' for young British-Somali creatives focused on performance, industry talks and networking.



Community Curators Programme - Working with volunteers we will co-curate three free exhibitions focused on East End working class history, using our newly catalogued/digitised archives. Volunteers will take part in a bespoke 8-week project, learning new skills, hearing from diverse art/heritage professionals and building their skills to develop two new exhibitions.

Role & Responsibilities:

- Lead project management for 'Made in the East End' project.
- Leading on co-curation projects.
- Develop/create the events in the Activity Plan working closely with other stakeholders.
- Lead on project evaluation with appointed freelance evaluators.
- Overseeing OH's Archive.
- Leading research for heritage activities including exhibitions and co-curation projects.
- Lead in writing and developing interpretation for all heritage activity including exhibitions.
- To programme talks, workshops and performances linked to heritage programme.
- Line Management responsibilities: Heritage Trainee and Community Heritage Co-ordinator.
- Managing project budget incl. grant claims, progress reports to NLHF and other funders in liaison with the CEO and finance team.
- Planning and delivering workshops in school and community settings.
- Developing new and maintaining stakeholder relationships with schools, artists, community organisations and the local authority as needed.
- Leading in the recruitment of project participants and volunteers.
- Support recruitment and contracting of artists, designers, creative freelancers and more.
- Overseeing evaluation, ensuring all staff, volunteers and project participants feed into evaluation process with external evaluator.



Essential Skills and Experience

- Direct experience managing NLHF funded projects
- Min. 3 years' experience managing & producing complex arts/cultural events.
- Min. 5 years' experience working with community stakeholders.
- Experience of leading on curating exhibitions / writing interpretation.
- Min. 2 years' experience of project evaluation incl. reports to Board, NLHF & stakeholders.
- Min. 3 years' experience managing complex budgets.
- Excellent written/verbal communication.
- Organised, ability to multitask and prioritise workload.
- Team worker with a positive approach to relationship building and collaboration.
- Computer literacy including MS Office packages and Outlook.

Diversity and Equality

Oxford House strives to be an equal opportunities service provider and employer. Oxford House 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.

Oxford House commits itself to combating such discrimination by seeking to extend within the organisation opportunities for people affected by disadvantage and discrimination. We recognise that many people have different lifestyles and responsibilities that make demands on them as carers for children, family or partners.

We seek 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. Oxford House 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. We 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 our disciplinary procedures. All forms of discrimination, abuse or harassment by users of Oxford House or members of Oxford House will be dealt with by the Chief Executive and/or Trustees.



HOW TO APPLY

Please apply by **SUNDAY 24 AUGUST 2025** with the following

1. **Your CV** – setting out your work experience relevant to this role
2. **Cover Letter** (no longer than 2 pages) that explains how you meet the person specification and job description and why you are interested in the role and working for Oxford House
3. **Diversity Monitoring Form** which will be kept separate to your application throughout the recruitment process

Send your CV, covering statement and diversity form to jobs@oxfordhouse.org.uk by **Sunday 24 August 2025, 11:59pm**

If we do not receive all three documents your application will not be considered.

Interviews will be held w/c 1st September 2025.

Established in 1884, OH is a registered charity in England.

Our financial model combines a mixture of unrestricted and restricted funding. By careful stewardship of our income (a mix of office rental, venue hire, café, and grant) we have already secured most of the funding required to meet our ambitions for 2025/26.

FIND OUT MORE ABOUT US!

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 <https://www.oxfordhouse.org.uk/>