

# HAVERING LONDON

## Havering Unearthed Producer

Freelance for 2-years



**Building a cultural  
ecology for everyone.**

## About Havering London

Havering London is a new cultural placemaking organisation, coordinating a public, private & voluntary sector partnership of strategic organisations & community representatives. It was behind Havering's bid to be London Borough of Culture, developed with 50 groups & 1,000 members of the public. Havering London is now leading on developing, fundraising for and delivering '*A Good Life*', Havering's new 3-year legacy driven cultural strategy (2025–2028).

Havering London believes in the transformative impact that culture can have on a place. It works in new ways, with different communities, in partnership across a changing borough and widely across London: attracting investment and building a cultural ecology for everyone.

**Havering has developed a partnership cultural strategy designed to act as a three-year catalyst for nurturing and growing the cultural life of a rapidly changing place.**

**A GOOD LIFE ↗**



Images: Hannah Davis

## Job Description

## Having Uearthed Producer

---

### Contract Type:

Freelance (over 2-years)

### Fee:

£30,000

---

## Having: Uearthed

Having: Uearthed is an ambitious programme to celebrate and promote Havering's diverse heritage, build skills within the community for sustained engagement, involve underrepresented groups, spark fresh perspectives on heritage, and create lasting physical and digital records. It will revitalise heritage sites, forge new partnerships, and attract diverse audiences to redefine heritage for the 21st century in Havering.

The Having Uearthed Producer will be responsible for commissioning and line managing freelance practitioners and event teams, liaising with key partners, contracting and budgeting, and ensuring the evaluation framework is delivered.

## Contract Specification

The Having Uearthed Producer will produce four key projects:

**Our Stories** – which will actively involve historically underrepresented communities and schools in discovering and documenting previously untold stories and heritage sites across Havering. A new physical and digital heritage trail will be established across the borough, featuring markers – both physical and digital – alongside a new digital platform.

**Market Town** – A large-scale public event in Romford Market, celebrating its rich history whilst reanimating it for the 21st century - bringing the spirit of the historic marketplace to life through mass community involvement and cultural celebration.

**Mega Mega Mega** – an innovative immersive exhibition exploring a pivotal moment in London's club culture and electronic music history. The project will engage with local stories and create new artefacts, culminating in the establishment of a heritage archive.

**Skatepark Revived** – a cultural festival at Rom Skatepark, the only Grade II listed skatepark in the world. This at-risk site will be championed through the festival, co-created with young people aged 16–18, and will feature new artefacts, films, podcasts and artistic commissions.

## Brief

- Provide producing oversight of the effective development and delivery of the four projects, delivering each project in accordance with the vision and the budget and resources available, assisted by relevant teams.
- Ensure clear and consistent communication with everyone involved in each project, including the organising and facilitating of relevant project meetings.
- Develop, oversee and update schedules and planning documents for each of the projects.
- Book spaces, travel and accommodation, for these projects and lead on all related logistics.
- Secure rights to all music, images and media used in these projects.
- Recruit, contract, induct and line manage artists, freelancers, suppliers and casual staff working on these projects, for example:
  - Our Stories project manager, digital app agency
  - Market Town creative team, community producer, production manager
  - Mega Mega Mega curator, producer, production manager
- Manage the budgets, weekly financial processing (with the Havering London General Manager) and funder compliance and reporting for the four projects.
- Coordinate and deliver marketing, public relations and audience development activities for these four projects.
- Ensure effective monitoring and evaluation processes, including data and insight collection, in close collaboration with external evaluators.
- Collate a final legacy focused impact report, including an associated roadmap for legacy activation.
- Oversee Health and Safety for the four projects, ensuring codes of practices are followed, risk assessments are undertaken, incidents reported and logged, and staff are appropriately trained.
- Champion best practice in environmental responsibility and access.
- Help strengthen partnerships across public, private and voluntary sectors, representing Havering London.

## Relevant Experience

- Experience of working on heritage related projects
- Experience of organising and managing heritage projects and events
- Experience of engaging and working with heritage voluntary sector organisations
- Experience of working with underrepresented and underserved communities

## Terms and Conditions

<b>Contract:</b>	Freelance contract for services over 2-years
<b>Fee:</b>	£30,000
<b>Day rate:</b>	£250 per day, so 120 days (approx. 5 per month averaged, work plan to be agreed)
<b>Expenses:</b>	Out of pocket expenses relating to project delivery or travel outside of the borough of Havering, to be approved by the General Manager pre commitment
<b>Location:</b>	Across the London Borough of Havering
<b>Line Management:</b>	Reports to Havering London General Manager
<b>Start date:</b>	As soon as possible post appointment

## Submission Process

**How to apply:** Please send **CV & Proposal** outlining how you meet the brief (no more than x2 A4), via email with subject line: 'Having Unearthed Producer'. For an informal conversation about the brief before or during your application, please email.

**Closing date:** **Monday 2 June 23:59**

**Email:** [info@havinglondon.com](mailto:info@havinglondon.com)

A Good Life is funded by:



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



**HAVING CHANGING**

**Havering London is supported by:**

Creative Health Havering, Fuse, Havering Changing, Havering Museum, London Borough of Havering, New City College, Romford BID, the Centre for Performance, Technology, and Equity (PTEQ) at the Royal Central School of Speech and Drama