

Role: Assistant Facilitator: Saturday Art Club

Reporting to: Youth Programmes Producer, Engagement Team at Royal Museums Greenwich

About the project

Royal Museums Greenwich (RMG) explores our relationship with the sea, space, and Britain's role in world history. At the National Maritime Museum (NMM), we use RMG's collections to create accessible, welcoming spaces for young people. Our [Saturday Art Club](#) - part of the [National Saturday Club Network](#) - is a free weekly creative workshop for 13–16-year-olds in Greenwich. It offers the chance to try new techniques, visit other cultural venues, and build new social connections in the local area. Our members often share difficult experiences with their mental health – they said the club helps them feel less isolated, creates a sense of belonging, and is a place to process their feelings creatively.

The Museum is seeking a kind, organised, and child-centred Assistant Facilitator, to support the 2025-6 Saturday Art Club. The Assistant Facilitator will work closely with the Lead Facilitator to support all aspects of workshop delivery. This includes set up and take down, organising materials, supporting the registration and safe release of club members at the start and end of workshops, including contacting guardians when needed. The Assistant Facilitator will work directly with young people at art club to support them to take part and build relationships with other members, including providing additional support for young people with learning or access support needs and/or disabilities.

We would like to work with someone who understands, or is enthusiastic to learn more about, how to identify and respond to safeguarding disclosures and concerns. The Assistant Facilitator is required to attend some trips away from the NMM to other culture venues, as arranged by the Youth Programme Producer. We ask you're available for the whole project to develop good working relationships with club members.

This entry-level, supporting role would suit someone looking to gain paid experience working with young people in the cultural sector, as an assistant creative facilitator and/or youth worker. Closely supported by the RMG Youth Producer through regular communication and termly debriefs, this role is aimed at giving paid development opportunities to people aged 18-30. If you haven't done a role like this before, transferable skills from public facing, voluntary, community, or customer service roles are relevant and valuable.

Freelance Fee: £2,650 – see 'schedule' for further breakdown (this is a freelance contract)

Location: National Maritime Museum, Greenwich

Timeline: Sept 2025 – July 2026 | **Deadline:** 9am, Mon 11 Aug 2025

Interviews: Wed 20 Aug | **Induction Day:** Mon 8 Sept, 10am–4pm

How to apply

To apply, please complete this online form: <https://forms.office.com/e/A1aLzJJycd>

We encourage you to read the job description and person specification when applying. Successful applicants will be invited to an online or in-person interview, with questions sent in advance.

Access & additional information

Diversity and inclusion are integral to our work, as we are a museum for everyone. We want to foster a spirit of inclusion, collaborative working, innovation, and valuing people as individuals whose lives have been shaped by different experiences. If you have any questions about the Saturday Art Club programme or application process, including if you'd like to discuss reasonable adjustments, access requirements, or to apply in a different format e.g. audio or video, please contact us.

Contact: Email: Youngpeople@rmg.co.uk | Text/phone: 07907 711159

Person Specification

Essential criteria:

- Some experience of working with young people aged 13-18 years in a museum, gallery or other arts, community and/or cultural/public facing setting.
- Some understanding or enthusiasm to learn more about how to identify and respond to safeguarding disclosures and concerns, including those related to young people's mental health.
- Committed to working in a child-centred way by adapting facilitation style to be guided by young people's interests, ideas, and support needs.
- Understanding barriers that can prevent young people from accessing creative activities and museums.
- Comfortable working in a team both collaboratively and taking direction.
- An interest in arts/culture and supporting young people to experience art in different ways.
- Holder of Enhanced DBS issued within last 3 months/consenting to RMG completing one.

Desirable

- Some experience in a range of 2D and 3D artistic practices e.g. photography, textile, sculpture, painting, printing, sketching, collaging, etc.
- Some experience of using visual arts to interpret collections and histories.
- Some experience of assisting artists/facilitators in workshops or learning environments.

Schedule

Workshops session schedule

4-Oct	8-Nov	10-Jan	28-Feb
11-Oct	15-Nov	17-Jan	7-Mar
18-Oct	22-Nov	24-Jan	14-Mar
<i>Half term</i>	29-Nov	31-Jan	21-Mar
	6-Dec	7-Feb	
	13-Dec	<i>Half term</i>	<i>Summer Show: July 2026 date TBC</i>
	<i>Christmas holiday</i>		

Fee

£2,650 broken down as:

Delivery of workshops, including set up/take down (9am-2pm) @ £125

Half day planning (up to 4 hours) @ £55

Full day planning (up to 6 hours) @ £110

This breakdown is based on the RMG Engagement freelancer pay rates.

Monthly invoicing schedule

September: £110	October: £375	November: £500	December: £305	January: £500	February: £250	March: £430	July: £180
<i>1 training days (Onsite induction, NSPCC safeguarding training)</i>	<i>3 delivery</i>	<i>4 delivery</i>	<i>2 delivery 1 half day termly debrief/eval meeting</i>	<i>4 delivery</i>	<i>2 delivery</i>	<i>3 delivery 1 full day debrief/eval meeting)</i>	<i>1 delivery (Celebration & Summer Show Trip) 1 half day debrief/eval meeting</i>