

Role: Assistant Facilitator: Young Producers

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.

The National Maritime Museum will mark this year's Festival of Light with a family festival, for all ages, titled **Illuminate**, on 25 October 2025 to celebrate Diwali. For the third year running, the festival programme will be curated by Mehala Ford, founder of South Asian arts collective [COMMONGROUND&](#), in collaboration with RMG. The theme this year is to celebrate the light within all of us and the light we wish to share in the world. There will be an exciting programme to suit all ages and interests, highlighting creativity, joy, and well-being, including Bharatanatyam performance, rangoli workshops, lantern making and food.

We're looking for an Assistant Facilitator to support a Lead Facilitator and 15 young people aged 16-18, as they create and deliver a youth-led Diwali celebration which amplifies and engages young voices e.g. a trail, tour, performance or workshop (or something else!) Their work will be delivered on 25 October, as part of the Diwali celebrations taking place across the museum. The Assistant Facilitator will work closely with the Lead Facilitator to:

- Support all aspects of workshop delivery – set up, take down and organising materials
- Register and oversee the safe release of young people at the start/end of workshops
- Contacting guardians when needed
- Directly support young people to take part and build relationships
- Provide individualised support for young people with learning or access support needs

Illuminate is community-led and co-produced programme, spotlighting creatives and entrepreneurs of South Asian heritage. We particularly welcome applications from facilitators who celebrate Diwali—whether for cultural, religious, or community reasons. We value and welcome different lived experiences and perspectives of Diwali, including those rooted in local and global contexts.

This entry-level, supporting role would suit someone looking to gain paid experience working with young people in the cultural sector, as an assistant facilitator and/or youth worker. Closely and regularly supported on all areas of planning and delivery by the RMG's Youth Programme Producer, 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 learned from public facing or voluntary, community, or customer service roles are relevant and valuable.

Freelance Fee: £1,415 – see 'schedule' for further breakdown (this is a freelance contract)

Location: National Maritime Museum, Greenwich

Timeline: Sept – Nov 2025 | **Deadline:** 9am, Mon 11 Aug 2025 | **Interviews:** Wed 20 Aug

How to apply

To apply, please complete this online form: <https://forms.office.com/e/0UmuS2rbKx>. We encourage you to read the job description and person specification before applying for this role. Successful applicants will be invited to an online 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. Therefore, we welcome applications from everyone.

If you have any questions about the Young Producers 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 previous experience working with young people in a museum or other arts, community and/or cultural setting*
- Comfortable working in a team – collaborating with others and responding positively to direction.
- Interested in supporting young people aged 16-18 to co-produce a creative outcome which welcomes different perspectives and experiences in local and global contexts, to celebrate Diwali as part of a museum-wide festival day e.g. trail, tour, performance, workshop, etc.
- Committed to working in a child-centred, flexible way, in response to different lived experiences, interests and learning or access support needs.
- Understanding of the barriers young people can face to accessing museum spaces.
- Some understanding or enthusiastic to learn more about how to identify and respond to safeguarding disclosures and concerns, including those related to young people's mental health.
- Holder of Enhanced DBS issued within last 3 months/consenting to RMG completing one.

**Note: If you haven't done a role like this before, transferable skills learned from public facing or voluntary, community, or customer service roles are relevant and valuable.*

Desirable

- Some experience of using visual or performing arts to interpret collections, objects and histories in heritage settings.
- Some experience of assisting/supporting learning or creative workshops.

Schedule

Workshops session schedule

Session 1	Tue 9 September 2025
Session 2	Tue 16 September 2025
Session 3	Tue 23 September 2025
Session 4	Tue 30 September 2025
Session 5	Tue 7 October 2025

Session 6	Tue 14 October 2025
Session 7	Tue 21 October 2025
Session 8 - Delivery	Sat 25 October 2025
Session 9 - Evaluation & debrief	Tue 04 November 2025
Session 10 - Wrapping up & celebration	Tue 11 November 2025

Fee

£1,415 broken down as:

Delivery of workshops, including set up/take down @ £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: £430	October: £680	November: £305
1 training day/onsite induction 3 delivery	5 delivery 1 half day planning	2 delivery 1 half day planning