

Brief for the role of Assistant Producer – Lunar New Year 2026

Royal Museums Greenwich	Royal Museums Greenwich (RMG) comprises the National Maritime Museum (NMM), Queen’s House, Cutty Sark and the Royal Observatory Greenwich. We are a collection of diverse sites with unique identities, overlapping interests and a common purpose. We are explorers of time, space, place and belonging. Our collections and subjects are about investigating worlds, crossing boundaries, bridging cultures, and creating connections. We are a place to explore the very essence of what makes us human. Our collections reach across continents, cultural divides, tumultuous seas and cosmic voids. Through our institution, we have a uniquely interdisciplinary potential – art, history and science – which we can tackle separately and in dialogue with each other. Our subjects are local, global and universal – they help us to pose big questions about the universe we live in, the planet we live on and its people. Royal Museums Greenwich has a social purpose at its heart – to serve our communities and stakeholders in line with our function as museums and heritage sites. You can read more about our strategic vision here: https://www.rmg.co.uk/about-us/our-strategic-vision
The Project: Lunar New Year Festival 2026	Each year, RMG hosts a Lunar New Year Festival celebrating the cultural traditions, contemporary creativity, and community connections of Lunar New Year as marked across East and Southeast Asia. However, we did not run the festival in 2025 as the space was closed for redevelopment and so 2026 will be the first time the festival has run in two years. The festival features performances, workshops, talks, and family activities, and is delivered in close collaboration with local communities, cultural organisations, and artists. It is a joyful, inclusive event that celebrates both heritage and the diversity of modern London. For 2026, we are looking to expand the festival’s co-curation, ensuring the programme reflects the breadth of cultures that celebrate Lunar New Year — including (but not limited to) China,

	Vietnam, Taiwan, Korea, Singapore, Malaysia, Mongolia, and the diaspora communities connected to them.
The opportunity	The Learning and Participation team is seeking an Assistant Producer with lived experience of East or Southeast Asian cultures to support the planning and delivery of RMG's Lunar New Year Festival. You will work closely with the Lead Producer to shape the festival, helping ensure that the programme is culturally authentic, community-led, and creatively ambitious.
The role will involve:	• Supporting the Lead Producer to design and deliver the event, liaising with community groups, artists, and performers. • Managing communication and logistics with contributors throughout the planning process. • Collecting and finalising titles, descriptions, and images for promotional use. • Supporting the marketing and promotion of the festival through content collation and creative input. • Attending planning meetings and providing regular progress updates. • Supporting delivery on the day of the festival, including set-up, artist liaison, and troubleshooting.
We are looking for someone who:	Has lived experience of East or Southeast Asian cultures (for example, connections to China, Vietnam, Taiwan, Korea, or other countries that celebrate Lunar New Year). • Has experience producing, assisting, or coordinating cultural or community events. • Is organised, collaborative, and confident communicating with artists and community partners. • Brings enthusiasm, creativity, and sensitivity to cultural representation. • Is available to attend key planning meetings (some in person, but mostly online) and the festival itself (in person at Greenwich).

Your proposal	How to Apply Please submit a short expression of interest (maximum one page) outlining: • Your relevant experience and links to East or Southeast Asian cultures • Why you are interested in this role • An outline of your proposed day rate and availability Please send your expression of interest to families@rmg.co.uk (use the subject line LNY Assistant Producer) by 9 am, Monday 17th November 2025 We will review the applications and reserve the right to call shortlisted candidates for interview.
Timings	• 17th November 2025: Application deadline • November–December 2025: Planning and meetings • December-January 2026: Finalising programme and promotional content • Saturday 21st February 2026: On-site festival delivery
Budget	Fee: Up to £2,500 (inclusive of expenses). Please include: • Day rate • Estimated number of days and breakdown of activities

