

# GUNNERSBURY PARK & MUSEUM



## ABOUT US

Gunnersbury Museum and Park Development Trust, a registered charity, manages 72 hectares of grade II\* listed Parkland and 21 listed buildings and structures, in west London.

Our founding objective as a charity is to support the preservation, conservation and interpretation of the Museum collections, historic buildings and landscape of the Gunnersbury estate for the public benefit, to advance education through the development of the Museum services and to support the provision of sporting and leisure facilities for the enjoyment and benefit of all.

Our heritage assets are an impressive mix of 18th and 19th century buildings including a regency manor house, which is home to one of London's largest local history Museums which has Arts Council England NPO status. We're proud of our Museum education and community programmes and our exhibition *People's Unite* which reflects the diverse histories of West London.

Our Parkland has been awarded Green Flag and London In Bloom Gold and we have ambitions to become the most sustainable managed Park in London, exploring ways to mitigate the impact of climate change, enhance our biodiversity and develop onsite energy generation.

We have established Gunnersbury as one of West London's premier outdoor venues for large scale music concerts welcoming international artists across all genres from pop, dance and R&B to hard rock and Indie.

Our heritage venues host weddings and celebrations as well as corporate hires, also we are regularly used as a filming location, featuring on numerous TV shows and movies.

Above all, we're committed to our role as stewards of the facilities at Gunnersbury which we manage for the benefit of the whole community.



# **GUNNERSBURY PARK & MUSEUM**

We serve some of the most diverse areas of West London and are committed to reflecting local communities in our programming, our Museum collection and our workforce.

Our Trustees and staff are determined to grow a diverse and inclusive workforce which reflects those communities we place at the heart of our work.

## **Our Vision**

To make Gunnersbury an outstanding, sustainable green space, celebrating its unique heritage and providing a wide range of educational and cultural activities, events and facilities accessible to all members of the community.

## **Our Mission**

To conserve, manage and develop Gunnersbury Estate as a sustainable, recreational, cultural, and educational resource for the benefit of, and in partnership with, all our local communities.

## **Our Values**

**We are Inclusive:**

We value difference and strive to be accessible and remove barriers to inclusion.

**We are Collaborative**

We pull together to achieve shared goals and ambitions.

**We are Passionate**

We are proud to care for Gunnersbury and want to inspire this same pride in others.

**We have Integrity**

We are open, honest and transparent and always conscious of our responsibilities to present the varied heritages and cultures of our communities.

**We are Resilient**

We plan for the future and adapt to meet new challenges.

**We are Imaginative**

We find creative, thought-provoking ways to reach out and connect with all stakeholders.



## **CENTENARY PROGRAMME PRODUCER**

Job title:	Centenary Programme Producer
Reports to:	Visitor Engagement Manager
Responsible for:	The development and management of creative events
Hours:	21 hrs per week including regular evenings and weekends
Location:	Gunnersbury Park and Museum
Salary:	£30,000 pro rata
Length of contract:	Six months

### **About the Role**

2026 marks 100 years of Gunnersbury becoming a public park. Help us create the most memorable centenary year possible by joining the team at Gunnersbury Park and Museum as Centenary Programme Producer. This is an exciting six month opportunity at Gunnersbury Park and Museum to help us deliver a fun, creative and the creative programme producer will develop, manage and deliver an exciting programme of creative events, talks and workshops. Whether it's programming a stage for our Big Birthday Party, or organising a bat walk for Love Parks Week, you'll work alongside a great team who are passionate about history, art, nature and wellness all within a beautiful Grade II\* listed Park and Museum. This is a practical role, and the nature of events will mean that it will include regular weekend and evening working where the post-holder can move their working days around, or receive Time Off In Lieu (TOIL) for time worked.

### **About you**

This role is perfect for someone who has previous experience in managing public events and programming for public audiences, and would like to use their experience to make a real impact on local communities. You'll be creative, imaginative and focused on delivering an amazing experience for visitors from all backgrounds. This role will only succeed through collaboration, so you'll also be a great team player, able to provide and receive support from colleagues including staff, volunteers and partner organisations. You'll love being hands on and in the moment, managing events directly including staff, volunteers and suppliers. You'll be flexible, able to manage your time to accommodate busy event days with quieter days in the office.

While we will be happy to hear from all applicants, we are particularly interested in receiving applications from individuals from a global majority background, and/or who live in the Ealing and Hounslow areas.

### **EXPERIENCE**

Essential

- Experience in running events for the public in a historical or nature-based charity setting



## **GUNNERSBURY PARK & MUSEUM**

- Experience working with suppliers eg. artists, workshop providers including writing contracts, managing relationships and invoicing.
- Experience with managing risk, including writing risk assessments and creating event plans
- Experience with working with volunteers
- Experience of evaluating events and programming

### Desirable

- Experience of considering and overcoming socioeconomic and disability barriers to access.
- Experience recruiting volunteers
- Experience of budget management

## **SKILLS & KNOWLEDGE**

### Essential

- Great communication skills to a wide range of audiences
- A self starter, able to balance multiple priorities at once
- High attention to detail and consideration of visitor experience
- IT skills including Word, Outlook and Excel

### Desirable

- Knowledge of or connection to the boroughs of Ealing and Hounslow and their communities

## **Key Responsibilities**

- Work with colleagues in the Museum and Parks team to develop new ideas for programming and events from their speciality knowledge
- Deliver events and programmes in person, managing volunteers, suppliers and the experience of visitors.
- Create event plans and budgets that can be shared throughout the organisation to facilitate effective planning and communication.
- Research and identify key suppliers, artists, and workshop leaders to contribute to the programme.
- Connect with our local communities and ensure that our programming links reflects GMPDT's position as a local asset.
- Ensure that health and safety procedures are adhered to and support the organisation in developing these further.
- Recruit and manage a new team of events volunteers with support of the Volunteer Manager.
- Work in partnership with other organisations to increase our reach.
- Develop evaluation strategies for programmes to inform future events and creative positive impact reporting.



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## How to apply

To apply, please submit a covering letter and a CV to [recruitment@visitgunnersbury.org](mailto:recruitment@visitgunnersbury.org) by **midnight Monday 4 May**. Interviews for shortlisted candidates are scheduled for **w/c 11 May**.

