

Project Assistant
Common Ground
Sleaford's Shared Stories

Closing Date: 9am, Mon 25 May



hub

Project Assistant Brief

1. The Project

Sleaford Museum and Hub Sleaford are seeking a locally-based freelance Project Assistant for Common Ground: Sleaford's Shared Stories. This ambitious project includes engagement programmes, events and exhibitions presented at both Sleaford Museum and the Hub, that will unearth and reinterpret objects from Sleaford Museum's collection. We are looking to support someone based in the Sleaford or surrounding area.

The project will culminate in a dual-site exhibition programme at Sleaford Museum and in the Hub's main gallery from **18 July - 8 November 2026**.

Through artistic commissions and intersectional and intergenerational dialogue, we hope to offer new perspectives on local heritage. At its heart, the project asks: who and what has been historically excluded from local heritage and cultural spaces, and how can we actively change that?

Rather than a linear or chronological history, the project will create a constellation of connected themes, allowing visitors to make their own associations and bring their lived experience into the interpretation. This inclusive, layered approach will hopefully allow audiences and participants to find moments of connection or recognition, and spark conversations.

The project aims to:

- Commission artists to uncover and reframe the narrative for objects, people and stories of local significance, especially those that have been historically marginalised or overlooked.
- Bring fresh creative perspectives to the Museum's collection, with a particular focus on how Sleaford's heritage intersects with themes of industry, agriculture, education, migration and class.
- Activate intergenerational knowledge sharing between local young people, museum volunteers, Hub staff and commissioned artists through collaborative activities and events.

The project intends to:

- Increase public access to and awareness of Sleaford Museum's collection and foster a sense of ownership, by creating new opportunities to engage with museum objects, both in physical spaces and via digital platforms.
- Use the Museum collection to inspire cultural programming and education offers.
- Explore the potential of regional collections to support place-making and evidence social impact, building a case for the partners' roles in developing civic pride and sense of belonging.

Cover photo: Nicola Davison Reed

Right (top) @fayeparkerphoto (middle) Nicola Davison Reed (bottom) Louise Hadden

2. The Role

We are seeking a proactive and enthusiastic freelance Project Assistant to join our team for a short-term, part-time contract. This is a unique opportunity for an individual with an interest in arts, heritage, and digital platforms to gain hands-on experience in a collaborative, cross-sectoral project. The intern will play a key role in making the Museum's collection and the new artworks accessible to a wider audience through a digital platform.

3. Responsibilities

Digital Platform Management:

- Work closely with staff from the Hub to understand how to create content and upload to Bloomberg Connects digital platform and website.
- Work with Sleaford Museum volunteers to capture photos, videos, sound clips and text about key items in the Museum's collection.
- Upload high-quality images and detailed information about selected items from the collection to the website and app platforms.
- Support the Hub team to upload and manage digital content related to the new artworks created by the commissioned artists where needed.
- Ensure all digital content is accurately catalogued and accessible, adhering to accessibility standards.
- Monitor and maintain the digital platform throughout the project.
- Monitor and evaluate user analytics on Bloomberg Connects to track engagement metrics such as user numbers and guide starts, and identify opportunities to increase usage within the museum and the Hub.
- Coordinate the ordering of printed materials through Bloomberg, including postcards, bookmarks, and posters, for on-site distribution and display.

General Project Support:

- Provide general support to the Hub and Museum teams and / or project artists as required.
- Assist with project documentation and reporting.
- Assist with project marketing where needed.

4. Person Specification

Essential:

- A recent graduate or an individual with a keen interest in pursuing a career in the arts, heritage, or museum sector.
- Strong organisational skills and attention to detail.
- Excellent written and verbal communication skills.
- A good understanding of / or interest in digital platforms.
- Photography / photo-editing skills / video-editing skills.
- The ability to work independently and as part of a team.
- A willingness to learn new skills and be adaptable.

Desirable:

- Experience with content management systems (CMS) or digital archiving software.
- An interest in local history and contemporary art.

5. Terms of Appointment

This position is for a self-employed freelancer, not an employee. The appointed person will submit invoices for work, not receive a salary through PAYE. They will need to be registered with HMRC as a sole trader or limited company. They will be solely responsible for filing their own tax returns with HMRC and paying Income Tax and Class 2/4 National Insurance.

Duration	12-14 days work between May 2026 and July 2026
Salary:	£200 per day
Location:	The role will be primarily based between Sleaford Museum and the Hub
Expenses:	Travel expenses will be reimbursed for local travel and parking etc

6. How to Apply

Please send a CV and a cover letter (no more than one A4 page) outlining your interest in the role and how your skills and experience match the person specification to exhibitions@hub-sleaford.org.uk by **9am, Mon 25 May**.

We welcome applicants from a diverse range of backgrounds and lived experiences. We will contact candidates about interviews where appropriate.



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