



**STRATEGIC HERITAGE
PRODUCER &
PUBLICATION LEAD**

ABOUT ROSETTA ARTS

Rosetta Arts is an Arts Council England National Portfolio Organisation delivering exciting, innovative, and creative opportunities for underrepresented and marginalised people in Newham and wider East London. Responding to poverty and inequality, we act as a catalyst for creative talent across our core pillars: Creative Wellbeing, Inclusive Opportunities, and Artist & Sector Development.



STRATEGIC HERITAGE PRODUCER & PUBLICATION LEAD

POST TITLE:	Strategic Heritage Producer & Publication Lead
SALARY:	0.3 FTE of £36,000 PAYE or 0.3 FTE of £42,480 freelance Hourly pay rate £19.78 PAYE or £23.34 freelance Total project pay (across 90 weeks) = £18,692.31 PAYE or £21,028.85 freelance
DURATION OF ROLE AND HOURS:	0.3 FTE (1.5 days / 10.5 hours per week) across 90 weeks, over a 2-year project period
LENGTH OF CONTRACT:	Fixed-term (90 Weeks across 2 Years)
START DATE:	October 2026 - October 2028
LINE MANAGED BY:	Deputy CEO
MANAGES/SUPERVISES	External publication designers/editors, archivists, and strategic project volunteers. Works in close co-leadership with the Heritage Community Producer, and alongside the CEO, Deputy CEO, and digital/marketing staff.
PROBATION PERIOD:	2 months
OFFICE BASE:	Rosetta Arts, 1 Hamilton Road, London, E15 3AE. Projects will incur travel to partner sites and venues across Newham and East London (e.g., V&A Storehouse, London College of Fashion, Newham Heritage Centre, Custom House Bookshop).
APPLICATION DEADLINE & INTERVIEW DATES	Application Deadline : 17th September 2026 Interviews 24th or 25th September 2026

ABOUT THE ROLE & PROJECT

Seasons of Migration: Preserving Middle Eastern New Year Traditions in Newham is a National Lottery Heritage Fund project capturing the intangible heritage, oral histories, craft, fashion, and culinary traditions of Newham's transient Middle Eastern diasporas.

To deliver this project, the project leadership is split into two co-lead roles:

1. **Heritage Community Producer (Existing Role):** Leading hyper-local community engagement, participant recruitment, and workshop facilitation.
2. **Strategic Heritage Producer & Publication Lead (This Role):** Leading on overall project overview, planning and strategic direction; leading strategic partner management (V&A Storehouse, London College of Fashion, Newham Heritage Centre, Everyday Muslim), archival workflow compliance, evaluation frameworks, and the end-to-end production, editing, and distribution of the Interactive Heritage Celebration Publication (with Custom House Bookshop).



MAIN DUTIES AND RESPONSIBILITIES

This list of tasks is not exhaustive and is subject to regular review.

- **Strategic project planning:** together with Rosetta staff and project partners, develop the overall strategic direction, project plan and project timelines with clear delegation to the various project roles. Be responsible for contracting and partner agreements.
- **Strategic Partner & Stakeholder Management:** Serve as the primary operational liaison for major project partners (V&A Storehouse, London College of Fashion/UAL, Everyday Muslim, Newham Heritage Centre, and Custom House Bookshop), ensuring delivery aligns with strategic agreements and NLHF Investment Principles.
- **Publication Lead:** Oversee the end-to-end editorial, design, indexing, QR-code audio integration, and print management of the interactive publication featuring recipe guides, textile heritage, and oral history summaries.
- **Archival Compliance & Legacy:** Coordinate with expert 'Everyday Muslim' and 'Newham Heritage Centre' archivists to guarantee all digital outputs (WAV audio, TIFF scans, transcripts) meet WCAG 2.2 AA accessibility and permanent archival standards.
- **Co-Curation & Exhibition Oversight:** Partner with V&A Storehouse curators to facilitate participant co-curation training and manage display infrastructure setup across the V&A Storehouse, Newham Heritage Centre, and local libraries.
- **Evaluation & Reporting:** Manage the Independent Evaluator relationship, track quantitative/qualitative KPIs against the Theory of Change model, and compile progress reports for NLHF and internal governance.
- **Budget & Risk Governance:** Monitor project expenditure alongside the Deputy CEO, be responsible for invoicing and payments, write session risk assessments, maintain trauma-informed/safeguarding standards, and ensure delivery stays on schedule across the 90-week delivery frame.



PERSONAL SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

ESSENTIAL EXPERIENCE, SKILLS AND KNOWLEDGE

Please use this as a guide for formatting your application.

- **Project Management:** Proven track record of initiating, delivering, and evaluating complex, multi-partner heritage or cultural projects within strict deadlines and budgets.
- **Strategic Partnership Working:** Strong background in building and maintaining high-level relationships across national museums, academic institutions, and local authority archive services.
- **Publication & Editorial Production:** Demonstrated experience managing print and digital publications, including text editing, layout co-design, and asset preparation.
- **Evaluation & Governance:** Experience implementing evaluation frameworks (Theory of Change) and tracking social impact KPIs.
- **Financial Management:** Skill in tracking grant budgets, Full Cost Recovery allocations, and procurement guidelines.
- **Communication:** Exceptional written English and presentation skills, with high computer literacy.
- **Safeguarding & Policy:** Knowledge of trauma-informed practice, health & safety, risk assessments, and equal opportunity frameworks in multicultural communities.

DESIRABLE EXPERIENCE, SKILLS AND KNOWLEDGE

- **Archival & Digital Heritage Knowledge:** Solid understanding of oral history collection standards, Creative Commons licensing (CC BY 4.0), digital accessibility (WCAG 2.2 AA), and metadata management.
- **Heritage Sector Networks:** Existing connections within London's heritage, archive, or museum networks.
- **Social Enterprise / Commercial Models:** Experience establishing legacy publication distribution or CSR corporate workshop models.
- **Co-Creation with Migrant Groups:** Experience working alongside displaced individuals, refugees, or English as a Second Language (ESL) groups in East London.



APPLICATIONS

To apply for this job, please send in:

- a CV
- cover letter outlining your interest and how your experience matches the person spec (no longer than 2 x A4 sides)

Email your application to vacancies@rosettaarts.org by the deadline of 17TH September 2026 at 5pm. Please put "APPLICATION Strategic Heritage Producer & Publication Lead " in the subject line of your email.

Additionally feel free to accompany your application with a video explaining your experience & suitability (no longer than 5 minutes) via wetransfer to vacancies@rosettaarts.org by 5pm on 17th September 2026

Successful candidates will be subject to Enhanced DBS and Right to Work checks

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EQUAL OPPORTUNITIES

Rosetta Arts is committed to being an equal opportunities employer and recognises the importance and advantages of diverse workplaces and communities. We particularly encourage applications from groups who are underrepresented in the cultural sector including working class people, disabled people, and people from ethnically diverse backgrounds.

If you feel that this applies to you, please indicate in your application email.

The closing date for applications is **17TH SEPTEMBER 2026 @ 5PM.**

Interviews will be held between **24th & 25th September 2026** at a location in Newham.

If you would like an informal conversation about the role, please contact Jan, CEO , jan@rosettaarts.org