

Freelance Conference Producer

The Brief

Overview

The purpose of this role is to curate and organise the Design Ventura Conference to take place in March 2017.

Design Ventura is a national, award-winning project for secondary schools, which last year saw over 10,000 students in around 250 schools participate. It is delivered by the Design Museum in partnership with Deutsche Bank. The Freelance Conference Producer will be the driving force behind the programming, development and delivery of a conference that will bring together project stakeholders to discuss the future of design education.

Commission scope

Following seven successful years of delivery and the launch of Design Ventura in the new Design Museum building, this conference will invite participants to explore new ways that school education can harness the creative and entrepreneurial spirit of design to develop critical thinking and skills for employability. Delegates will be drawn from education, design, policy and business, and it is anticipated that the programme will feature leading representatives from each of these sectors too.

Working closely with Head of Learning and the Design Ventura Project Manager, this role will source speakers, and provide logistical and content development support for the delivery of this event.

Services and deliverables

Key areas of this commission include:

Event development

- Event planning through the development of schedules and planning documents
- Researching potential speakers and contributors
- Attending regular update meetings with the Design Ventura Team

Event management

- Invitations to speakers and contributors
- Speaker briefing, travel arrangements, tech requirements and related logistics
- Update progress regularly with Design Museum team
- Contribute support marketing and communications for the event

Event delivery

- To manage the delivery of the event with the Design Museum events team and Design Ventura team on the day, including set up and break down
- To manage guest contributors on the day with the Design Ventura team

- Schedule and co-ordinate live social media coverage on the day

Supplier requirements

- Highly organised with demonstrable event management experience, in particular conferences and complex events
- Able to initiate own priorities as well as respond to deadlines
- Excellent written and verbal communication skills
- High professional standard of literacy and numeracy
- Good knowledge and understanding of education and culture context and the role of design education
- A good, relevant network of contacts
- Interest in design and design education
- Working knowledge of secondary schools or the formal learning sector
- A keen eye for detail focussed on delivering excellent service to external and internal customers

Timeframe:

December 2016 until 29 March 2017

Fee:

£3000 for approximately 20 days

Terms and conditions:

The individual will be personally liable for their own tax deductions and national insurance contributions and providing their own material, tools and equipment to enable them to provide the services.

Expressions of interests

Expressions of interest should be emailed to:

ventura@designmuseum.org and should address how the requirements as set out in the brief are met.

Please quote ref: DVCP/2016 in the response

Closing date for expressions of interest: 14 December 2016, 5pm

Interviews: w/c 19 December 2016

About the Design Museum

The Design Museum is building the world's leading museum devoted to contemporary design in every form from furniture to graphics, and architecture to industrial design. For the Design Museum, design is a continually evolving subject which it explores through its exhibitions programme, permanent collection, learning and research activities. It is a way to understand the world and how you can change it. The museum's mission is to create the most engaging, exciting and inspiring design museum in the world.

Thirty-five years ago, Terence Conran established the forerunner of the Design Museum, the Boilerhouse, in the basement of the Victoria and Albert Museum (V&A) in London. As planned, the Boilerhouse quickly outgrew the

V&A and in 1989 it moved on to become the Design Museum, in an architecturally striking transformation of a Thameside warehouse near Tower Bridge. Since then it has emerged as an institution with international status and significance, playing an important role in putting design and architecture on the cultural agenda.

The museum recently relocated from its home in Shad Thames to the landmark 1960s building in Kensington, West London. Leading designer John Pawson will convert the interior of the building creating the museum's new home, giving it three times more space in which to show a wider range of exhibitions, showcase its world class collection and extend its learning programmes.

designmuseum.org