



Crafts Council

FREELANCE BRIEF – CALL OUT

Exhibitions, Partnerships and Collections Associate Support

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We are looking to hear from experienced freelance exhibitions, partnerships and collections professionals who may be available to support the Crafts Council on an ad hoc basis as freelance associates.

About Us

Crafts Council is the national charity for craft. We believe that craft skills and knowledge enrich everyday life, spark creativity and strengthen communities. We champion makers and creative businesses, nurture young people's talent, and build public understanding of why craft matters.

Discover more about our brilliant work [here](#).

About the Brief

We are looking to hear from experienced freelance exhibitions, partnerships and collections professionals who may be available to support the Crafts Council on an ad hoc basis. This is not a fixed-term commission; instead, we are interested in building a small pool of trusted freelance associates who can provide additional capacity when specific projects, deadlines or programme needs arise.

This freelance support may sit across the Public Programmes and Collections teams and could include helping to bring exhibitions, partnerships, collection loans and related public-facing activity to life. The nature and timing of each piece of work will depend on live project needs.

Working with the Senior Curator of Collections and relevant colleagues, freelancers may be asked to help plan, coordinate or deliver exhibitions, collection projects, loans, events or partnership activity. This could include supporting project administration, logistics, partner liaison, documentation, budgets, schedules, installation or de-installation activity, depending on the brief.

We are particularly interested in hearing from people with experience in exhibitions, collections, loans, partnership working, project coordination, object handling logistics, public programmes, interpretation or related cultural-sector delivery. Freelancers may also support communications, audience engagement or data capture where relevant to a specific project.

This opportunity would suit organised, collaborative freelancers who enjoy varied, hands-on work and are comfortable stepping into projects where additional short-term support is needed.



Responsibilities

Depending on the needs of each project, freelance support may include:

- Supporting the coordination and delivery of exhibitions, collection loans, partnership projects or public programme activity, from planning through to installation, delivery or de-installation as required.
- Coordinating or contributing to project meetings, helping keep communication clear, actions on track and deadlines visible.
- Preparing, updating or managing project documentation, loans paperwork, schedules, checklists, briefs or other materials needed to support delivery.
- Working with colleagues and external partners to support communications, interpretation, audience engagement or collections marketing activity where relevant.
- Preparing clear and engaging object information, partner materials, presentations or short written content when needed.
- Acting as a welcoming representative for the Crafts Council, helping partners, borrowers, artists, makers and audiences engage with our work.
- Supporting the capture of relevant project data, evaluation information or KPIs, working with the team to ensure records are accurate and up to date.
- Tracking project budgets, purchases or approvals using internal systems where required.

Location

Some activity may be delivered remotely, including from home, or nationally in the delivery of exhibition and partnership activity. Some activity may be delivered onsite at Crafts Council office and gallery based on Pentonville Road in Islington, London.

Reporting to

Activity will be overseen by our Senior Curator of Collections, Deborah Ridley.

Fees

This is a freelance associate opportunity for ad hoc days, agreed as and when project support is needed. Work will be offered on a flexible basis according to programme requirements, freelancer availability and agreed daily rate. There is no fixed commission value or guaranteed number of days; individual pieces of work will be scoped and confirmed in advance.

Fees / daily rates will be proposed by consultants, based on their own rates.

We have provided advisory information about our indicative rates of pay in the appendices.

Claimable expenses

Costs are reimbursed only when there has been prior agreement (usually agreed within contract).



Contractors are expected to travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey, as well as the monetary cost.

As far as possible, contractors should book their journeys as soon as they are notified and contracted to deliver work. The Crafts Council does not accept responsibility for higher travel prices due to late bookings.

Contractor's own car/motorcycle/bike

The mileage rates are as follows:

	First 10,000 business miles in the tax year
Cars and vans	45p
Motorcycles	24p
Bicycles	20p

The Crafts Council will not usually reimburse contractors for use of taxis, unless there is no alternative.

About You

- You are organised, approachable and enjoy working across a range of projects with different people.
- You have experience supporting or delivering exhibitions, loans or partnership projects, and feel comfortable balancing priorities and deadlines.
- You enjoy working with external partners and are confident contributing to meetings, discussions and shared decision-making.
- You are happy working with budgets and financial tracking, and like keeping information clear and well organised.
- You are a clear and friendly communicator who enjoys helping colleagues, partners and audiences engage with collections, programmes and ideas.

General for all Employees and Associates

You will:

- Champion our values of being pioneering, open, playful, active and collaborative.
- Understand the importance of equality, diversity and inclusion in the workplace and be committed to accessibility and social justice.
- Work collaboratively with your immediate team and across Crafts Council colleagues.
- Play an active role in delivering our impact framework to achieve intended outcomes for makers of today, makers of tomorrow and change makers.
- Be flexible in your approach, seeking ways to improve personal and company performance.
- Work within Crafts Council policies and procedures including in relation to Equal Opportunities, Health and Safety, Safeguarding and GDPR compliance.

How to express an interest in this brief

Please provide proposal (max. 2,000 words, excluding annexes) with details of:



- Your interest in this position and working for us
- Your relevant knowledge, skills and experience and how you feel you are able to deliver this brief
- Your typical availability, preferred daily rate and whether you are open to occasional on-site work in London

We will happily receive this information in another format, including video recordings.

Please also provide a copy of your CV and, where possible, links to portfolio/s.

Please email your response to recruitment@craftscouncil.org.uk.

Deadline

The current deadline if you wish to be considered is:

- 12noon on Wednesday 7th October 2026

Interviews (if applicable): Ongoing upon receipt of applications.

Equal Opportunities

Please also complete our anonymised Equal Opportunities Monitoring Form [here](#).

We use this anonymised information to monitor and improve how we are doing to attract the best talent that is representative of the UK population, and to help us report our progress to our supporters.

Support for you

Please email recruitment@craftscouncil.org.uk if you have any questions, to request information in an alternative format or for any support needed. We will happily arrange for an informal conversation prior to submitting an expression of interest if that is helpful. Whatever works best for you.

We are committed to supporting you with your access and support needs during this process and to ensuring any reasonable adjustments are met now and during any work with us. If you prefer to speak with us, please contact: (0)20 7806 2500.

On joining the team in a freelance capacity, you can expect to receive a warm welcome, including a freelancer induction document providing useful information for you during your time with us. Our team follow our *Working with and Supporting our Freelance Team* policies and procedures. Our People team, alongside assigned leads will be with you to support you during your time with us.

Other

- An enhanced DBS (Disclosure and Barring Service) check is required for any role working directly with children, young people and / or vulnerable adults. This check will ordinarily be conducted once an offer of work has been made and prior to commencement of relevant roles. Checks will be repeated every two years as required.
- To deliver this brief, you must be eligible to work in the UK.

Discover more about the Crafts Council [here](#).



Crafts Council Rates of Pay Guidance – For Freelancers including Artists and Consultants

This advisory rates of pay guidance applies to all freelance or self-employed practitioners, including those who work in creative, specialist, educational, technical or operational roles. The type of work will vary. There are some instances when we pay freelancers more than the maximum fee due to specialism or experience. This decision is discretionary, with the decision ordinarily sitting at Director level.

Recommended Baseline Rates

	From (minimum fee for early career freelancer)	To (based on experience)	Discretionary
Hourly	£25	£50	Individual/org/agent specifies fee, can link to specialist work, presenting at a conference/event, and/or individual profile.
Half Day	£100	£200	As above.
Day	£200	£400	As above.
Project Based Fee	Variable, based on proposal provided by commissioned artists, using baseline above for reference.	Variable, based on proposal provided by commissioned artists, using baseline above for reference.	As above.

- Min hourly Fee - £25 (for the purposes of attending an online meeting / meeting at own site, without the need for preparation or travel)
- Min Half Day Fee - £100 (up to four hours including travel and preparation time)
- Min Daily Fee - £200 (over four hours, including travel and preparation time)

Additional costs - By prior agreement with the budget holder. All rates above are exclusive of expenses, please note travel to and from Crafts Council offices is normally included in the above rates unless specified in the contract, including for those living outside London. Additional travel for work purposes can be reclaimed, and additional materials or other expenses required to perform the duties of the role, if agreed with the budget holder.

Respect and Recognition - Fees will be discussed / negotiated and agreed in consultation with the freelance individual / consultant and will consider the individual / agent specified / organisation's own stated fees alongside budgetary considerations. We recommend taking advice before proposing fees.

Core Commitment - Crafts Council is a London Living Wage Employer. No fee (based on agreed time worked) should ever equate to less than London Living Wage. The hourly rate for London Living Wage is currently £14.80 from 1st of May 2026.