



Crafts Council

FREELANCE BRIEF – CALL OUT

Freelance Maker's Market Producer

Role – Freelance Maker's Market Producer

Timescales – To start ASAP – End of November 2026

Location - Activity to be delivered remotely with some attendance onsite at Crafts Council premises on Pentonville Road in Islington, London

Reporting to – Senior Development Manager

Working Closely With - Development team, Gallery team, Membership team, and Operations team.

Fee – £4,400 based on 16 days @ £275 per day over 11 weeks.

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

Dinner's Made! is a new annual fundraising event by Crafts Council, bringing together exceptional makers, collectors, patrons and partners around the table. Hosted in the Crafts Council Gallery, the evening celebrates the extraordinary craftsmanship found in the objects we live with every day. Every course becomes an opportunity to encounter beautifully made objects, hear the stories behind them and discover the makers who created them.

The dinner marks the opening of a public maker's market that creates opportunities for independent makers to reach new audiences and sell their products in our London gallery.

The market will be a distinctive, high-quality event within London's contemporary craft and design landscape. The makers and producers will be carefully curated and will be featured alongside an exhibition of Craft Council's collection.

The market will run for two days from Saturday 21st to Sunday 22nd of November with a late-night shopping experience on the evening of Friday 20th November.

We are looking for someone to manage all our wonderful makers involved in the dinner, and the market and ensure a smooth process of receiving and selling items.

Scope of Work

- Commissioned pieces: Take over active conversations with makers who have commissioned pieces for the Dinner and ensure these are received and store safely at Crafts Council's gallery. Ensure any complimentary assets i.e. photos and video content as requested by the comms team is collated.
- Makers market: Manage up to 20 makers who have agreed to participate in the market, ensuring information is disseminated in a clear and timely manner and working closely with the operations and galleries team to develop and deliver a production schedule for the market installation.
- Additional fundraising activity: Be open to managing additional activity at the market (within the agreed hours) which is yet to be finalised. This could include merchandise production and activation support.
- Sharing learnings: Participate in end of project debriefing to ensure we are capturing feedback and learnings.

Data Protection

The successful freelancer will be expected to handle all personal data sensitively and in line with UK GDPR and Crafts Council's data protection policies, including gaining appropriate consent from participants. Any maker contact details or data shared with you remain the property of Crafts Council and must be used only for the purposes of this brief.

Deliverables

Managing around 40 makers to ensure their products are received safely to the Crafts Council Gallery, all relevant assets are collated and shared with the team, and makers have a key contact who is sharing information, and available to answer any questions in the lead up and during the event.

You must be available to work in person as the Gallery on 20th-22nd of November.

About You

We are looking for a candidate who is:



- Experienced in events logistics with a high level of attention to detail.
- Able to communicate effectively with a range of stakeholders – both internally and externally.
- Confident working with Makers in a calm and professional manner.
- Adaptable and flexible to potential changes in activity within the defined scope of work.
- Calm under pressure, highly organised and solutions-focused and able to meet deadlines.

Interested? How to Express an Interest in this Brief

To apply, please send us your CV and a response to the brief that outlines:

- your relevant experience
- how you would deliver the project within fee scope

We will happily receive this information in another format, including video recording (up to five minutes).

To deliver this brief, you must be eligible to work in the UK.

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

Deadline

The deadline for expressions of interest is:

- 9.30am, Monday 14th of September 2026

We will be shortlisting expressions of interest by selecting the proposals which best meet our project aims and the candidate with the most relevant experience and creative ideas. We expect to invite shortlisted candidates for interview during the week of 14th of September 2026.

Equal Opportunities

Please also complete our voluntary 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.