

## **Job Opportunity: Programme Coordinator (Freelance, 18 months)**



### **Highlands and Islands Digital Heritage Network**

Museums and Heritage Highland, in partnership with The Space and supported by Google Arts and Culture, is seeking a skilled and motivated Programme Coordinator to lead delivery of the Highlands and Islands Digital Heritage Network, an innovative national pilot supporting 9 rural museums to develop their digital capacity and reach new audiences.

### **About MHH and The Space**

Museums and Heritage Highland (MHH) is a charity formed in March 2019. We are a strong, supportive voice for heritage in the Highlands. Our members include museums, galleries and heritage organisations of all sizes from across the region. We work to promote collaborative working and capacity building; promoting partnership opportunities that support our members in achieving their purpose and to be sustainable and resilient in challenging times. For more information, please see: <https://museumsandheritagehighland.org.uk/>

MHH will be working in partnership with The Space on the delivery of this project. The Space is a Community Interest Company, whose objectives are to enable the culture and heritage sectors to engage audiences using digital and broadcast content and platforms and who have extensive experience in this area. For more information, please see <https://www.thespace.org/>

### **The Role**

As Programme Coordinator, you will oversee the smooth running of this ambitious 18-month action learning programme. Working closely with participating museums, digital consultants and cultural partners, you will ensure the project is delivered effectively, on time and within budget.

This is a freelance contract averaging one day per week, with some busier and quieter periods. You'll be the central contact point for partners and participants, coordinating training, digital audits, content development and evaluation.

**Contract type:** Freelance (October 2025 start, 18 months)

**Fee:** up to £18,000 (inclusive of VAT)

**Location:** Home-based, with some UK travel to participating museums

**Time commitment:** Averaging 1 day per week

### **Key Responsibilities**

- Coordinate all programme elements between Museums and Heritage Highland, The Space, and participating museums.
- Manage communications and relationships with stakeholders, including Google Arts and Culture.
- Oversee online training sessions, mentoring and digital development activities.
- Support evaluation, reporting and sharing of lessons learned.
- Facilitate collaboration and knowledge sharing across the museum network.

### **Person Specification**

**Essential:**

- Strong knowledge of the museums and heritage sector.
- Proven experience coordinating complex cultural or digital projects.
- Excellent facilitation, mentoring and stakeholder management skills.
- Strong understanding of digital tools, platforms and trends in the cultural sector.
- Excellent written, verbal, and presentation skills.

**Desirable:**

- Knowledge of challenges faced by small or rural museums.
- Experience in the Scottish Highlands and Islands cultural sector.
- Experience collaborating with consultants and digital producers.
- Knowledge of Gaelic.

**Why Apply?**

This is a unique opportunity to play a pivotal role in shaping how rural museums use digital technologies to tell their stories, engage audiences and build sustainable futures.

**How to Apply**

Please send your CV and one of the following application formats outlining your interest, relevant experience and proposed daily rate (inclusive of VAT):

- A written statement (max 800 words)
- A video (max 5 minutes)
- A voice recording (max 5 minutes)
- A PowerPoint presentation (max 10 slides / 800 words)

Applications should be emailed to Siobhán Beatson at [chair@museumsandheritagehighland.org.uk](mailto:chair@museumsandheritagehighland.org.uk) with the subject line “*Programme Coordinator Application*”.

**Deadline:** 23rd September 5pm

**Interviews:** Shortlisted candidates will be interviewed via Zoom w/c 29th September. Questions will be shared in advance.



**Made possible with The National Lottery Heritage Fund.**  
**Thanks to National Lottery players, this role will support museums across the Highlands and Islands to build their digital futures.**

