

The Great Exhibition Road Festival 2027

Contract brief for Festival Programme Coordinator

Contract Details

- **Type:** Freelance, part-time
- **Duration:** An average of ~3 days/week from 07 December 2026 to 25 June 2027 (approx. 85 days per role)
- **Day Rate:** £250/day
- **Location:** Remote with occasional site visits to South Kensington campus (~1-2 days per month). Full on-site presence required from 14–20 June 2027.

Project Overview

Imperial College London's Public and Community Engagement team is seeking to procure the services of an experienced Festival Programme Coordinator to support the delivery of the 2027 Great Exhibition Road Festival, a two-day celebration of science and the arts taking place in London on 19-20 June 2027. Led by Imperial College London, the Festival is delivered in partnership with leading cultural institutions including the Natural History Museum, the V&A, the Science Museum, the Royal Albert Hall and the Royal College of Art, creating a vibrant programme that showcases the intersections of science, culture, creativity and innovation for diverse public audiences.

Scope of Services

The Festival Programme Coordinator will be responsible for curating and producing a number of distinct festival zones, and then overseeing their set up and delivery over the festival weekend. This will involve working with up to 30 teams, predominantly from Imperial College London, but potentially including contributors from Festival partner organisations, to deliver interactive exhibits, creative workshops, performances, talks and other festival activities and events. Some programmed areas will be designed for general audiences, while others will be tailored to specific age groups. The coordinator will bring together ideas and contributions submitted through the Festival's open call process, before shaping them into coherent, welcoming, and engaging festival experiences. They will also oversee all aspects of production, operations, logistics, and

health and safety within their allocated festival spaces, ensuring a high-quality and safe experience for participants and visitors.

Key responsibilities

- Curate engaging public-facing content, including exhibits, workshops, talks, performances, and installations, from proposals submitted by Imperial researchers and Festival partners through the Festival's open call processes.
- Develop coherent and engaging Festival zones that deliver an excellent visitor experience, bringing together a diverse range of content and engagement formats under an overarching theme.
- Build and maintain strong relationships with allocated exhibiting teams, acting as their primary point of contact for Festival-related queries and support.
- Provide creative guidance and practical advice to exhibiting teams to enhance the quality and impact of their activities for Festival participants and visitors.
- Identify suitable Imperial research teams to participate in a small number of art-science collaborations with professional artists and art educators, and facilitate these partnerships to deliver high-quality outcomes (3 to 4 collaborations in total).
- Manage the production and operational logistics for allocated Festival spaces and programmes, including equipment procurement, floorplan development, risk assessment review, signage and wayfinding requests, volunteer coordination, and production scheduling.
- Ensure exhibiting teams are aware of and meet all of their own operational requirements, production milestones, and deadlines necessary for participation in the 2027 Festival.
- Draft public-facing zone descriptions and activity listings for Festival marketing materials, and contribute content for printed, digital and social media communications.
- Contribute to the wider Festival marketing and publicity campaign by identifying opportunities to showcase and promote Festival content to prospective audiences.
- Provide regular progress updates to the Festival Management Team, highlighting emerging issues, risks and mitigation measures, presenting at meetings as required.
- Oversee the delivery of one of your allocated Festival zones throughout the Festival weekend, supervising setup, live event operations, and post-event pack-down.

- Brief and support allocated supervisors responsible for your other Festival zone(s), ensuring they have the information and resources required to support exhibitors and facilitate a positive visitor experience.
- Participate in post-event evaluation and reporting, including facilitating group and individual debrief sessions with participating teams, and sharing key findings and recommendations with the Festival Management Team.

Key deadlines

N.B. these are indicative and subject to change. A more detailed event delivery timeline will be shared with the successful applicants upon starting their role

December

Due Date	Action
Early December	Festival Line Manager provides you with a list of proposals for your zone/s for you to review and make notes on
Mid December	Festival Line Manager provides you with scale drawing floorplans of your zone/s and accompanies you on tours of the location/s to discuss how they can be used by exhibiting teams across the Festival weekend

January

When?	Action
Ongoing	Start working with exhibitors on developing content – feeding back on their proposals over email or hosting calls / meetings with them to find out more about their ideas and how you can accommodate them within your zone
Mid-January	Festival Line Manager hosts an intro call with freelance programme coordinator and allocated zone teams, which will cover the timeline and deadlines for exhibiting teams

February

When?	Action
Early Feb	Identify and reach out to freelance workshop developers and kickstart art-science collaborations with Imperial teams in your zones
Ongoing	Continue working with exhibitors on developing content – feeding back on their proposals over email or hosting calls / meetings with them to find out more about their ideas and how you can accommodate them
End of February	Present the initial draft outline of your zones in the form of a draft floorplans and initial equipment lists
End of February	Draft zone descriptions (add any performance stage timetables if required) for the printed festival programme and website, and submit to Festival team

MARCH

When?	Action
End of March	Final zone equipment forms and floorplans to be submitted

APRIL

When?	Action
Ongoing	Collect and review RAs for each exhibit and workshop, ensuring they have sign off from departmental or faculty safety officers, before submitting them to the Festival production team
End of April	Final and amended set of risk assessments submitted to central Imperial safety team

MAY

When?	Action
Early May	Collect lunch requirements and car parking / car drop off requirements from your exhibiting teams
End of May	Write supervisor briefing docs for those overseeing your zones across the Festival weekend / covering your lunch breaks

JUNE

When?	Action
Early June	Host supervisor briefing meetings
18 June	Festival set up day – your teams arriving to set up their stands and workshops in your zones
19 - 20 June	Live Festival weekend
21 - 25 June	Host debriefs with teams Attend a short debrief meeting with Festival management team

Supplier Requirements

Interested suppliers must demonstrate:

- Proven experience curating, producing, and delivering elements of large-scale public festivals or events.
- Ability to translate complex content to create engaging public programming.
- Strong project management and large-scale event production skills.

- Capacity to manage multiple stakeholders and meet critical deadlines.
- Experience facilitating creative collaborations between researchers and artists.

Submission Instructions

Suppliers should submit a CV outlining:

- relevant experience
- examples of previous work that feel most relevant to requirements of this contract
- references from previous contract managers that we can follow up with

After submitting CVs, the Imperial Public and Community Engagement team may ask potential contractors to join calls with the festival programming and production team to discuss their experience and their approach to fulfilling their responsibilities in this freelance role. These will take place online across the **7th and 8th of October 2026** (special dispensation can be made if those dates don't work).

Deadline for submissions

All submissions must be received by **10:00am on Wednesday 23rd September 2026** and sent to **festival@imperial.ac.uk**