

# Interpretation Project Manager – Freelance Brief

**Project:** The Music of Life: Celebrating 70 years of Europe's first music therapy programme in Epsom

**Location:** Remote working with regular meetings at The Horton in Epsom, Surrey and King's College London.

**Contract:** Freelance. Fixed fee of up to £6000 inclusive of VAT. Approximately 30 days over 8 months - £200 per day. There is no additional allowance for travel expenses.

## **Starting in May 2026.**

Flexibility is required on how days are scheduled over the contract. Fewer days will be required at the start of the contract at the beginning. Some evening and weekend working may be required.

## **The Music of Life Project (TMOL)**

The Horton Epsom (formerly Horton Asylum Chapel) pioneered Europe's first music therapy programme, and has been awarded a grant from the National Lottery Heritage Fund to explore this fascinating, specialist area.

We have been working with academics from King's College London and other heritage partners over the last few months, and we are now planning how this research will be curated and distilled for a physical exhibition and digital resources.

## **The Role**

We are seeking a highly organised and creative individual with experience in heritage project management to lead on the interpretation of this research on the history of music therapy.

You will have a good understanding of interpretation and design within historic spaces, an enthusiasm for storytelling and an eye for detail. You will be a self-starter, able to work from your own initiative and quick to learn.

You must have excellent written English and experience in gathering and editing oral histories.

## **Key responsibilities**

- Project planning, creating timeline with milestones and deadlines.
- Working with academics and heritage researchers to identify key content that will inform and engage the general public.
- Ensuring that the work is delivered on time and on budget to agreed standards

- Briefing and managing web designer, graphic designer, fabricators and other external suppliers.
- Writing and editing compelling content in Plain English that optimises understanding of the heritage for a general audience.
- Consulting and collaborating with our partners and local communities to ensure interpretation is relevant, accessible and will diversify our audiences.
- Being proactive in ensuring diversity of representation and inclusion in project interpretation.
- Identifying the need for licenses and permissions for reproduction of images, video and other content, and securing these permissions, as required.
- Taking responsibility for a small project budget and associated administration.
- Editing oral histories using audio editing software.
- Following procedures including those relating to data management, health and safety, risk management and safeguarding.
- Managing on-site installation of interpretation points.
- Working with and supervising volunteers to delegate tasks as appropriate.
- Collaborating with The Horton's project staff.
- Working with The Horton team to ensure an excellent experience for all visitors.
- Abiding by The Horton's policies and procedures.
- Upholding The Horton's values of tolerance, including everyone, and welcoming diversity.

## **Skills and Experience**

### **Required**

- Relevant degree or equivalent experience.
- Understanding of the subject matter of historic mental health care and willingness to learn more.
- Knowledge of current best practice in curation and interpretation.
- A track record of delivering similar heritage projects.
- Excellent time-management with ability to prioritise workload.
- Experience in obtaining licenses and permissions for reproduction of images, video and other content.
- Excellent written and verbal communications.
- Experience of collaborative working and working as part of a multi-disciplinary team.
- Experience of briefing and managing the work of external contractors such as website designer.
- Experience of editing audio and video files.
- Budget management.
- Experience of risk assessment

- Experience of undertaking and sharing research
- The ability to work independently, as well as with other staff and external organisations to successfully deliver projects.
- Good computer skills – using Microsoft Word and Excel

### **Desirable**

- Enthusiasm for music,
- Empathy with people who have lived experience of poor mental health.
- Be able to pass an enhanced DBS check

### **Nice To Have**

- Current enhanced DBS check

You may have experience in the following areas: Interpretation; Community Engagement; Curation; Directing and editing; Audience Development, Learning and Participation; Visitor Experience.

### **To apply:**

Please email [hr@thehortonepsom.org](mailto:hr@thehortonepsom.org) Please attach your CV and a named cover letter (also as an attachment) detailing how you meet the role requirements. Please also state your availability.

**Closing date: Tuesday 5<sup>th</sup> May 2026.**

