

CONTRACT BRIEF

Conference Coordinator (Freelance)

CONTRACT:	Conference Coordinator
STATUS:	Freelance contract with ICOM UK
DAYS / DURATION:	20 days, 5 January – 30 April 2026
FEE:	£4000 (inclusive of VAT) + expenses (to be agreed in advance)
LOCATION:	Remote with travel to Oxford
REPORTING TO:	Strategic Director, ICOM UK

Introduction

ICOM UK is seeking to appoint a part-time, freelance Conference Coordinator to manage the planning and delivery of the 2026 ICOM UK Conference at the University of Oxford Gardens, Libraries and Museums (GLAM).

About ICOM UK

ICOM UK is the UK's only museum sector membership organisation with a dedicated international focus. As a professional membership body, we connect members based in the United Kingdom and the UK's overseas territories to the global museum community. Through advocacy and participation in collaborative projects and with a lively events programme, ICOM UK actively contributes towards the international heritage agenda. Our bursary scheme is designed to help our members participate in international museum activity.

ICOM UK currently has more than 3,500 members. Our member numbers have grown steadily and rapidly since 2019. Globally, ICOM consists of 120 national committees, including ICOM UK. Since forming in 1946, membership of the whole ICOM network has grown to more than 60,000 members.

Background to the ICOM UK Annual Conference

ICOM UK, in collaboration with NMDC (National Museum Directors' Council) and a local museum partner, has organised an annual conference since 2013. The 2025 conference in Liverpool was the most successful one yet, with around 150 delegates and more than 30 international contributors. Information on last year's conference, including the conference videos can be viewed using the links below:

[ICOM UK Conference 2025: Regenerative Museums for Sustainable Futures](#)

[ICOM UK 2025 Conference Registrations](#)

[ICOM UK 2025 Conference YouTube Playlist](#)

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ICOM UK Annual Conference 2026 – Museum Diplomacy in Action

The 2026 ICOM UK Conference is a collaboration between ICOM UK, NMDC and University of Oxford GLAM with support from Barker Langham. The theme of the conference is: *Museum Cultural Diplomacy in Action*, and the programme is being co-curated with Dr Sascha Priewe, Co-Founder of the North American Cultural Diplomacy Initiative, Director of the Aga Khan Museum and President of ICOM Canada.

The main conference programme takes place at the University of Oxford Museum of Natural History on Thursday 16 April 2026. With additional programming including workshops, city walking tours, and museum tours taking place on Friday 17 April 2026 across multiple museum venues in the city.

A lot of work has already been done for the planning of the 2026 conference including:

- Delivery programme and budget.
- Confirmed dates and venues for main conference (both days) and evening reception (Day 1).
- Some quotes for catering and venue hire have been confirmed, with others expected by the end of January 2026.
- Tech support secured and quote in place for live streaming of the conference on Day 1.
- Call for Papers has closed with assessment due to complete early December.
- Programme template created with full programme expected to be agreed by January 2026.
- Headline sponsor confirmed with other sponsors in the pipeline.

Contract Brief

ICOM UK is seeking to appoint a freelance Conference Coordinator who can pick up from where we are with conference planning to see the event through to delivery and evaluation. The contractor will support us to deliver a conference with relevance and impact, working collaboratively with partners and collaborators.

The contractor will require strong experience of project management, event coordination and delivery. We need a highly organised, creative problem solver who is capable of collaborating with and coordinating input from a diverse range of stakeholders.

Role & Outputs

The contractor will be expected to coordinate the planning and delivery of the 2026 ICOM UK Conference with support from ICOM UK's Strategic Director, Conference Assistant (student on placement), and the conference working group. This will include:

Event Project Management

- Maintain and manage the delivery programme and budget, reporting to the Strategic Director.

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- With the Strategic Director, set the agenda and attend online working group meetings, contributing to the actions from each meeting.
- Request and receive invoices from conference speakers, suppliers and contractors, and forward them on to ICOM UK's Membership & Administration Officer in a timely manner for payment.
- With the Strategic Director, manage the activity/work plan for the Conference Assistant in line with the programme deliverables.
- Manage agreed outputs being provided by multiple partners/suppliers in line with the delivery programme.

Speaker & Delegate Liaison and Support

- Lead liaison with speakers and other contributors to the conference programme.
- Prepare speaker briefing notes and issue to speakers in accordance with the delivery programme.
- Ensure speaker presentations are received on schedule and delivered to technical support crew.
- Prepare delegate information and packs and issue in line with the delivery programme.
- Arrange travel and accommodation for speakers, where needed.
- Respond to speaker and delegate enquiries.
- Provide on-site support for speakers and delegates during the conference, as required.

Venue Liaison & Support

- Lead liaison with conference venues and catering providers.
- Work with the conference venues, caterers and tech support to finalise catering, AV, access, signage and any other event requirements for the conference.
- Work with any additional venues and tour providers to finalise arrangements for any tours and visits offered to conference delegates.
- Attend the conference (travel and accommodation covered by ICOM UK) and work with the venue, caterer, technicians, speakers, event partners to ensure the conference runs smoothly.

Marketing & Communications

- Working with the Marketing & Communications Officer to ensure effective communication through and operation of the conference webpages and booking site (Eventbrite).
- Work with the Marketing & Communications Officer to prepare materials for the promotion of the event across ICOM UK and sector channels.
- Prepare conference communications for registered attendees and send these via ICOM UK's Eventbrite account.

Evaluation

- Prepare, circulate and collate the results of a conference evaluation questionnaire.

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Essential Criteria for the Contractor

The contractor must have:

- Demonstrable experience of coordinating in-person conferences, events, or public programmes involving more than 100 delegates/attendees.
- Experience of working online and remotely to co-ordinate activity and meet deliverables with diverse teams and stakeholders. International experience in this area is an advantage.
- Outstanding communication skills and the ability to work with teams, suppliers and a wide range of stakeholders.
- Experience of managing project programmes and budgets involving multiple partners and suppliers to meet time, cost and quality deliverables.
- Strong multi-task management skills and a proven ability to work flexibly and under pressure to meet deadlines.
- An awareness and understanding of current and sensitive topics for the museum sector and wider society.
- An active interest in, or experience of, working in the international museum sector.
- The contractor must be based in England and eligible to work in the UK, with the ability to travel to the conference venue/s in Oxford.

Hours and Fee

This contract for services is for 20 days of work between 5 January and 30 April 2026. A working day is calculated at 8 hours, including breaks. The hours are flexible but the contractor will need to be available for online project meetings and other project business during the working week (Monday - Friday between 9am and 6pm UK time) and be able to attend the conference in Oxford between 15-17 April 2026.

The contractor will be paid an all-inclusive fee of £200 per day (including VAT), to be invoiced at the end of each month.

Expenses to attend meetings and/or the conference itself in Oxford will be in addition to the all-inclusive fee and agreed in advance with ICOM UK.

The contractor will be responsible for accounting to the appropriate authorities for income tax, national insurance in their country of residence.

Location & Equipment

ICOM UK is an office-free organisation and therefore the contractor will be expected to undertake the work remotely, from their own premises.

The contractor will be required to have access to their own IT equipment to enable them to fulfil the requirements of the contract, including a laptop/PC, access to the internet and phone.

Insurance

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The contractor is required to hold professional indemnity (£500k) and public liability (£500k) insurances for this contract. The contractor will be asked to provide evidence of insurance prior to appointment.

Responding to the Brief:

Contractors are asked to submit the following in response to the brief:

- A covering letter explaining why you are interested in this role and giving relevant examples of how your previous experience meets the essential criteria (max 2 sides of A4).
- A CV (max 2 sides of A4)
- Contact details for two professional referees we may approach prior to appointment.

Submission should be returned by email to info@icomuk.org with 'CONFERENCE COORDINATOR' in the subject line by **5pm on Monday 8 December 2025**.

Online interviews (Teams) will take place in w/c 15 December 2025.

Enquiries

If you have any enquiries or to arrange an informal discussion about the contract brief in advance of the deadline, please contact Kristina Broughton, Strategic Director:
strategicdirector@icomuk.org