fourcorners

Queer East End: Project Coordinator
Application Pack 2026

Made possible with Heritage Fund

QUEER EAST END: PROJECT COORDINATOR APPLICATION PACK 2026

CONTENTS **PAGE**

JOB DESCRIPTION: about Four Corners	**2**
About the Queer East End Project	**2**
Project Coordinator Role	**3**
Key Responsibilities	**4**
Person Specification: Essential Criteria	**5**
Desirable Criteria	**5**
TERMS	**6**
HOW TO APPLY	**6**
FAQs: The Application Process	**7**
The Project Coordinator Role	**8**
TIPS FOR COMPLETING YOUR APPLICATION	**10**

fourcorners

Queer East End: Project Coordinator
Application Pack 2026

Made possible with Heritage Fund

JOB DESCRIPTION

Post: 'Queer East End' Project Coordinator

Reports to: Archives & Arts Projects Manager (Project Manager)

ABOUT FOUR CORNERS

Four Corners is a centre for film and photography that has been based in East London for over 50 years. We create projects and exhibitions that engage with radical histories and stories from the margins that might not otherwise be told. We recognise that access to the arts is not equal, and we aim to change that by supporting a wide range of people through our programme of skills, mentoring and creative opportunities. Four Corners is inspired by its history of socially engaged film and photography in the 1970s and 1980s. Our archive can be explored at: www.fourcornersarchive.org

Four Corners is a registered charity. We are a team of nine part-time staff, and we work closely with partners in our local community, visual arts, archives and higher education to deliver our programmes. You can find out more about our mission here: www.fourcornersfilm.co.uk/mission

QUEER EAST END

Queer East End is a new, twenty-month project, supported by the National Lottery Heritage Fund (NLHF), beginning in November 2026. It will explore queer life and communities in East London in the 1970s and 80s, a defining period in British LGBTQIA+ history. The project takes two early Four Corners' projects, *Nighthawks* (1978), Britain's first explicitly gay film, and *Same Difference* (1986), a groundbreaking lesbian and gay photography exhibition, as starting points to investigate little-known histories.

Twelve volunteers will be trained to research the queer communities, venues and individuals of the period, and to collect stories which have never been told and are in danger of being lost forever. They will make their own films and podcasts inspired by the material they collect. The project will culminate in a public exhibition and series of educational events at Four Corners and BLOC Cinema at Queen Mary, University of London.

The project has a long-term legacy. The oral histories and personal material collected during the project will be made publicly accessible at Tower Hamlets Local History Library & Archive, Bishopsgate Institute Special Collections and Archives, and on Four Corners' website.

A Project Steering Group will help to monitor project progress, and ensure a strong ethos of co-creation throughout. It will comprise key members of the Four Corners team, two volunteers, and representatives from the project partners who are Bishopsgate Institute Special Collections and Archives, BLOC Cinema, East London Out Project (ELOP), Rainbow Tree, and Tower Hamlets Local History Library & Archives.

PROJECT CO-ORDINATOR ROLE

This role would suit someone with at least two years' experience coordinating projects within an archive-related setting and/or community-based organisations. Candidates will have a good knowledge of archive collections management as well as experience of working with groups of volunteers. A working knowledge of film and/or photography is desirable.

This is an exciting opportunity to work on Four Corners' Queer East End project. You will be responsible for a wide range of areas including archive research; collections management; working with volunteers; as well as supporting a final exhibition; public events programming; and the project evaluation. You will work alongside Four Corners' staff, volunteers and the Project Steering Group and will have the opportunity to take part in training in oral history interviewing, film editing and podcast making to facilitate volunteer projects.

Key responsibilities are to:

- Work alongside the Project Manager to support and coordinate the research, documentation, digitisation and cataloguing of material collected by volunteers during the project (we are aiming to film or record 20 oral histories and to collect 400 items of contextual material, mostly digital but some physical);
- Ensure Permissions of Use and Oral History Recording Agreements with all contributors;
- Coordinate the transcription of the oral histories collected;
- Liaise with Tower Hamlets Local History Library and Archives and Bishopsgate Institute Special Collections and Archives to coordinate the transfer of digital and physical material to them in their agreed formats;
- Support the Project Manager and Artistic Development Director with the final exhibition curation and related public programme, as well as other talks, walks and events during the project;
- Work with the Project Manager and Artistic Development Director on the production of an exhibition booklet/catalogue;
- Support colleagues and project volunteers on the exhibition installation;
- Work with the Project Manager to create a new webpage about the project on Four Corners' Archive website, help coordinate the upload of material and copyright permissions where necessary;
- Work with the Project Manager to raise the profile of the project and public programme;
- Support the project Evaluation Consultant and contribute to the Completion Report and Final Evaluation Report;
- Attend weekly Four Corners staff meetings and quarterly Project Steering Group meetings;
- Represent Four Corners at external meetings and events as requested;
- Undertake any other tasks as directed by the Project Manager during the project.

PERSON SPECIFICATION

Essential:

- At least two years' experience in archives or museum collections management practice (this could include sorting, scanning, and cataloguing);
- A keen interest in a career working in archives and community heritage projects;
- Experience of digitising photographs and documents for online collections;
- Understanding and experience of oral history approaches;
- Previous experience of managing volunteers in an archive or community-based setting;
- Good IT skills, including knowledge of Excel, Word, Microsoft and Google suites, and social media platforms;
- Excellent written and oral communication skills;
- Excellent administrative and organisational skills;
- A proven ability to work in a team and on your own initiative;
- A commitment to equal opportunities and promoting diversity.

Desirable:

- Design skills – e.g. Indesign, Photoshop, Canva;
- Practical skills and/or experience in film, photography and/or podcast-making;
- Knowledge of copyright and data protection;
- Events organisation and management;
- An understanding of Four Corners' history and its archive;
- Knowledge of East London and East London history;
- Knowledge of LGBTQIA+ history.

fourcorners

Queer East End: Project Coordinator
Application Pack 2026

Made possible with Heritage Fund

TERMS

Reports to:	Archives & Arts Projects Manager (Project Manager)
Contract length:	January 2027 – June 2028 (18 months)
Place of work:	Four Corners' offices at 121 Roman Road, London E2 0QN
Hours:	21 hours (3 days per week) Normal hours of work will be weekdays 10.00am - 6.00pm, occasional work on evenings or weekends will be required
Salary:	£29,400 pro rata
Pension:	There is a discretionary company pension
Annual leave:	Six weeks holiday plus Bank Holidays (pro rata)

HOW TO APPLY

Please complete your online form here, and include your up-to-date CV.

If you require an application pack in any other format (such as a phone or video call), please contact us in advance of the deadline at vacancies@fourcornersfilm.co.uk

Deadline for applications: 10am, Wednesday 18th November 2026.
Interviews: Thursday 3rd December 2026.

Four Corners is an equal opportunities employer, and we aim for greater diversity in our staff team. We know that people from certain backgrounds and identities are often excluded from the heritage and arts sectors, and we are committed to helping to change this. We particularly welcome applications from people who identify as LGBTQIA+, as well as people of colour and other ethnic minorities, people with disabilities and those from working class backgrounds.

FAQs

The Application Process

● How will I find out if I've been shortlisted for an interview?

The deadline for applications is **10am Wednesday 18th November 2026**.

If you have been shortlisted for an interview, you will receive an email by **Wednesday 25th November**. If you do not receive an email by this time, unfortunately you will not have been shortlisted.

● When are the interviews?

Interviews will take place on **Thursday 3rd December**.

● How long are the interviews?

Interviews will last approximately 20-30 minutes.

● Can I have feedback on my application?

Due to the volume of applications, unfortunately we can only give feedback to candidates shortlisted for interview.

● Do I need to be a UK resident/can you sponsor my visa?

You do need to be a UK resident/or have the right to work in the UK to be eligible to apply for the Project Coordinator role. (This includes those with settled or pre-settled status under the EU Settlement Scheme and those with indefinite leave to remain in the UK). Four Corners do not hold a sponsor licence to employ someone from outside the UK.

● Can I apply for the Project Coordinator role in another way that isn't a written application?

Yes, we can arrange a phone call or video call and transcribe on your behalf. Please contact us in advance of the application deadline if you'd like to submit your application this way.

● Is there an age bracket for applicants?

We have no upper age limit. However, applicants do need to be aged 18 years and above.

● Do I need to have an undergraduate or postgraduate degree to apply?

No. We recognise that people may not have gone through traditional educational routes and may not hold an Undergraduate or Masters degree. We welcome experience drawn from employment, volunteering, personal projects or other relevant areas. We are interested in understanding your individual contribution and experience that meet the other elements of the Essential Criteria as outlined in the person Specification in the application.

The Project Coordinator Role

● When does the role start?

The role will start on Wednesday 13 January 2027 and will run for 18 months.

● How many days a week is the Project Coordinator role and are the days flexible?

The role is three days a week (21 hours), beginning in mid-January. The days will usually be set days (normally weekdays) and you will be required to work at Four Corners' building in East London. The days will depend on the availability of the successful candidate and to ensure good crossover with project staff.

Four Corners has a Remote Working policy for specific areas of work which can be agreed in advance by line managers.

● Are there any specific skills or experiences that you prioritise in candidates for this role?

Four Corners is looking for someone who has demonstrable experience working in the archives and heritage sector. They may also have a keen interest in social history, film and photography. Candidates will be thinking about furthering their careers in the archive/heritage sector. This role is not suitable for those pursuing careers as photographers, filmmakers or curators.

● Can you describe the main responsibilities of the Project Coordinator?

The main areas of responsibility are:

- Working with volunteers - includes communication, research and organisation of training, and supporting the volunteers' research with archival material.
- Liaising with partner organisations - booking meetings, organising transfer of materials.
- Organising the physical and digital archive - digitising and cataloguing material, organising/conducting oral history interviews, working with project staff on various archival and administrative related tasks.

TIPS FOR COMPLETING YOUR APPLICATION

Read the job description and person specification carefully. Use these to identify the skills, experience and qualities required for this role, and consider how your own experience relates to them.

Use specific examples to support your answers. Where possible, describe what you did, how you approached a task, the contribution you made and the outcome. The STAR method (Situation, Task, Action, Result) can help you structure your responses clearly and concisely.

Keep your answers focused and relevant. Respond directly to each question, prioritise the most relevant information and observe any word limits. Before submitting, allow time to proofread your application and check that you have answered every question.

Further guidance:

The STAR Method

Application Form Advice

Write a Successful Job Application