

Saturday Activity Facilitators – Freelance Opportunity

Role Overview

We are recruiting two casual freelancers to plan and deliver in-person, drop-in activity sessions that are attractive and accessible to a range of audiences at the M&S Archive, inspired by the M&S Archive collection.

Background

The M&S Archive in Leeds contains over 72,000 objects telling the story of M&S, from the first stall on Kirkgate Market to one of the UK's leading retailers. The collection is full of treasures that can inspire creativity and curiosity.

The newly-refurbished permanent exhibition has been designed to provide opportunities for interaction, creativity and playful learning for all ages. Since February 2023 we have delivered a family-friendly, monthly Saturday craft activity offer, inspired by objects from the collection. We would like to broaden this offer to provide a wider range of activities that are fun, engaging and accessible to all visitors, helping people to connect with and be inspired by our collection.

Freelancer Requirement

We're looking for freelancers with experience of planning and delivering engaging activities for the public, ideally with prior experience of working with heritage collections. Activity sessions run on the second Saturday of each month at the M&S Archive in Leeds and are available for visitors to drop in to from 10am-4pm, freelancers will be required to prepare and set up activities before opening and clear away after closing. We will guarantee bookings for a minimum of 5 Saturdays a year for the successful applicants.

You must hold an Enhanced DBS certificate or be willing for M&S Archive to apply for one on your behalf – no sessions may be delivered before a DBS certificate is obtained.

Budget and Payment

The successfully appointed freelancers will be set up as suppliers on the M&S payment system and full instruction on submitting invoices will be given.

Payment will be £280 per activity session, to include preparation time.

Materials – consumable materials needed for visitors to complete the activities will be purchased by the M&S Archive, repeat-use equipment and materials are to be provided by the freelancer.

How to apply

Please apply by sending a CV and covering letter to archive@mands.com by 9am on Monday 2nd October and include the following in your application:

- Details of previous relevant experience of planning and delivering engaging, accessible activities for a range of audiences.
- Details of any previous relevant experience of working with heritage collections.
- Details of any previous relevant experience of working with the public.
- Whether you hold an Enhanced DBS certificate.
- Confirmation that you will be able to commit to at least 5 Saturdays a year.
- Any other additional information you would like to add in support of your application.

Applicants will be notified by 5pm on Thursday 5th October.

Interviews will be held week commencing Monday 9th October.

We will acknowledge receipt of all applications within 2 working days of receipt; if you do not receive an acknowledgement from us, please get in touch to find out if you need to reapply before the closure date.

We will be unable to accept any applications received after 9am on Monday 2nd October.

For any questions, please contact the M&S Archive in 0208 718 2800 or archive@mands.com