

Saturday Activity Facilitator – Freelance Opportunity

Role Overview

We are recruiting a casual freelancer to plan and deliver in-person, drop-in STEM-based 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 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 activity offer, inspired by objects from the collection. We would like to broaden this offer to provide a wider range of STEM-based 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 a freelancer with experience of planning and delivering engaging STEM 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, the freelancer will be required to prepare and set up activities before opening and clear away after closing. We initially require you for 12 July, 11 October, 8 November and 13 December, with potential for more dates in 2026.

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 freelancer will be set up as a supplier 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 Tuesday 6th May and include the following in your application:

- Details of previous relevant experience of planning and delivering engaging, accessible STEM-related activities for a range of audiences.
- A brief example of a STEM-themed workshop that you might run for families at the M&S Archive.
- 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 the dates given above.
- Any other additional information you would like to add in support of your application.

Applicants will be notified by 5pm on Thursday 8th May.

Interviews will be held on Thursday 15th May.

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 Tuesday 6th May.

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