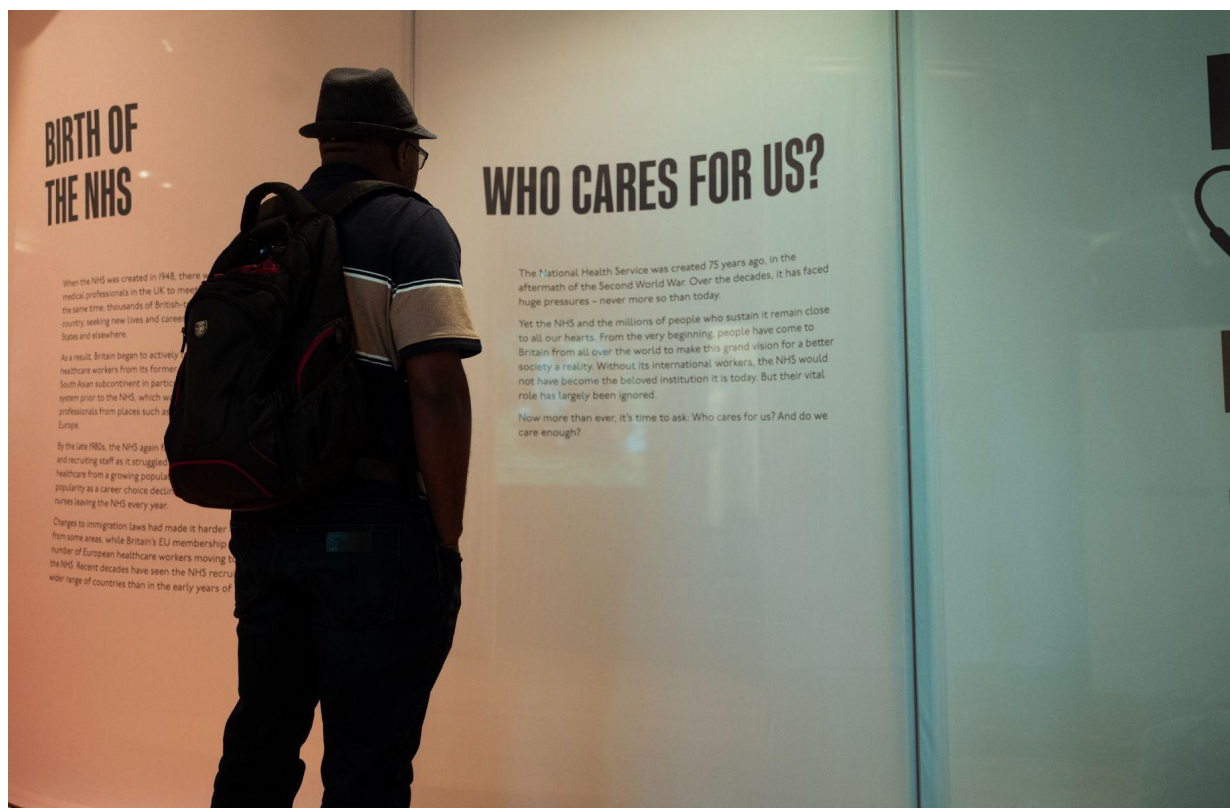


# Recruiting now...

## Freelance Engagement Lead – Leeds



The Migration Museum [www.migrationmuseum.org](http://www.migrationmuseum.org) produces inspiring exhibitions, events, education, community and public engagement programmes to shine a light on the many ways that migration to and from Britain across the ages has shaped who we are.

We are currently based in Lewisham Shopping Centre in south-east London and have a touring exhibition titled *Heart of the Nation: Migration and the Making of the NHS*, currently in Leicester and coming to Leeds from November 2023 to February 2024.

We are seeking a **Freelance Engagement Lead** to oversee *Heart of the Nation* in Trinity Leeds Shopping Centre, with support from the Migration Museum team on weekdays, as well as a Gallery Supervisor over the weekends. The role will involve helping to coordinate the launch event and supervise the exhibition 5 days a week; hosting diverse audiences.

## Job description and person specification

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Job title	<b>Freelance Engagement Lead (Leeds)</b>
Contract type	Freelance contract for 4 months with a fixed fee
Salary	£11,850 (£150/day 5dpw Wednesday to Sunday between November 1st 2023 and February 25th 2024)
Location	Leeds, UK
Deadline for applications	Sunday 8th October 2023, 23:59
Interviews expected	w/c Monday 16th October 2023

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### Primary job purpose

This is an outstanding opportunity for a creative, self-directed and organised person who is passionate about delivering an important and timely exhibition for diverse audiences.

### Key responsibilities

1. **Public engagement** - Taking the lead on supervising the Migration Museum's space in Leeds, proactively engaging with visitors such that it is a welcoming place for all, including pre-organised and walk-up group visits. Become well versed with the exhibition content and technical aspects. Open up the museum at the beginning of the day and close it down at the end, ensuring that all lights and AV equipment are switched off. This might involve overseeing and coordinating placement students and volunteers.
2. **Support with event planning and delivery** - there will be at least 2 events during the 3 months that the Migration Museum team will need support to deliver: the launch event on November 10th and a gathering of the Migration Network in February 2024.
3. **Shop and donations:** Supervise the exhibition's shop offer in Leeds, in collaboration with our Retail Manager in London. Encourage visitors to make purchases and donations where appropriate.
4. **Marketing and promotion** – Supported by our marketing and communications team, you will help promote the exhibition via marketing materials and social media.
5. **Evaluation** – Supported by our Director of Communications and Engagement, you will gather visitor evaluations to help us understand who we are reaching and their feedback on their experience.

## Person specification

- ◆ Vision, initiative and imagination with the drive and confidence to make a major impact to the UK's most exciting new museum and our hub in Leeds
- ◆ An ability to plan strategically and respond quickly to opportunities and challenges
- ◆ Proven track record of project coordination
- ◆ Excellent organisational skills – detail oriented and ability to work to deadlines
- ◆ Comfortable with carrying out a range of tasks
- ◆ Excellent communication skills with varied stakeholders and ability to participate in challenging conversations with respect and tact
- ◆ Dedication to making arts and culture accessible and inclusive
- ◆ A great team player – able to work effectively across an organisation and champion the work we do
- ◆ Passionate individual with a commitment to diversity and inclusion
- ◆ Ability and willingness to work weekends – this role is full time, Wednesdays to Sundays
- ◆ Knowledge of Leeds and Yorkshire
- ◆ Knowledge of migration issues

## How to apply

To apply for this position, please e-mail a copy of your CV and a covering letter of no more than 800 words to [info@migrationmuseum.org](mailto:info@migrationmuseum.org).

Please also complete our [Equal Opportunities Monitoring Form](#). These monitoring forms will be stored and assessed separately and will not be linked to your application.

**The deadline for applications is Sunday 8th October 2023, 23:59**

Shortlisted applicants will be invited to interview online week commencing Monday 16th October 2023.

If you have any questions about the role, please contact [info@migrationmuseum.org](mailto:info@migrationmuseum.org)