

Recruiting now...

Freelance Gallery Supervisor (Leeds)



The **Migration Museum** 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 Gallery Supervisor** to support the delivery of *Heart of the Nation* in Trinity Leeds Shopping Centre. The role will involve supervising the exhibition 2 days a week; hosting diverse audiences.

Job description and person specification

Job title	Freelance Gallery Supervisor (Leeds)
Contract type	Freelance contract for 4 months (flexible)
Salary	£12ph, Saturdays & Sundays 10.30am-5.30pm between 11th November 2023 and 18th February 2024 (excluding 23rd, 24th, 30th, and 31st December 2023)
Location	Leeds, UK
Deadline for applications	25th October 2023, 23:59
Interviews expected	Online: 1st, 2nd, 3rd November 2023

Primary job purpose

This is an outstanding opportunity for a creative, self-directed and organised person who is passionate about engaging a diverse range of people with this timely exhibition for diverse audiences. It will suit someone with an interest in the cultural sector, keen to support the Migration Museum's time in Leeds.

The Gallery Supervisor will be the first point of contact for visitors to *Heart of the Nation*, ensuring that they feel welcomed and valued in our space. This will involve being tactful and diplomatic.

Alongside public engagement, the Gallery Supervisor will have shared responsibility for overseeing the museum's mini pop-up shop. This involves ensuring that the shop is fully stocked, merchandise is attractively displayed, and commercial possibilities to maximise sales and engagement are being pursued. It will also involve encouraging donations, where appropriate.

Key responsibilities

1. Supervise the Migration Museum's exhibition in Leeds, proactively welcoming and engaging with visitors.
2. Together with the Freelance Engagement Lead, supervise the museum's shop, encouraging visitors to make purchases. Stock support: unpacking and recording merchandise, stocking and making it attractive for visitors.
3. Support the museum team by collecting evaluation data and encouraging visitors to make donations, where appropriate.

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
- Comfortable with carrying out a range of tasks
- 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 for Saturdays and 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 500 words to 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 25th October 2023, 23:59.

Shortlisted applicants will be invited to interview online on either 1st, 2nd, 3rd November 2023.

If you have any questions about the role, please contact info@migrationmuseum.org.