

MUSEUM *of* BRANDS

Role Description – Freelance Educator

Job Title	Freelance Educator
Responsible to	Museum Manager
Works with	All team members, volunteers
Contract	Short-term contract, start date w/c 18 th or 25 th March until 26 th April, 3 rd May or 10 th May (flexible)
Location	Museum of Brands, London, W11 1QT,
Working pattern	Full time, 60% or 80%, up to 40 hours per week excluding 30-minute lunch break. Working 09.30-18:30 on site at least once a week and 1 weekend day per 4-6 weeks.
Freelance fee	£105.20 per day (8 hours) or £13.15 per hour (London Living Wage)

1) Freelance Educator role

We are looking for an enthusiastic educator who can manage bookings and deliver workshops for a 4-6 week period, starting asap. We deliver hour-long workshops to children, students and adults, with 4-5 most popular sessions including Brand Evolution (FE & HE) and Chocolate Packaging (schools). This role will also involve managing bookings and invoices for 'self-guided' student and school group visits. You will need to be able to hit the ground running, for example, picking up delivery of workshops from day one, with the support of our small friendly team.

The main tasks are:

- Delivery of sessions
- Bookings and admin
- Ensuring our safeguarding policy is adhered to
- Marketing e.g. Social Media posts
- Managing learning volunteers who support during workshops

Additionally, all team-members share the role of Duty Managing the museum. This role would include Duty Managing approx, once a week, an ideally include just the one weekend day shift.

We are also recruiting for a longer-term team-member in this post and we welcome applications to both roles.

We understand applicants may have other roles or commitments, please get in touch as we're flexible on how we may work together.

2) Museum Responsibilities

- Demonstrate a commitment to the principles of equal opportunities, inclusivity and fair treatment for all.
- Respect all confidentiality, principles and practice of GDPR UK.
- Undertake further training as required.
- Assist in maintaining the security of the Museum and Museum visitors.
- Comply with Fire and Health and Safety policies and legislation and to ensure the compliance and awareness of volunteers and visitors to the building.
- Follow the Museum's Environmental Sustainability Policy.
- Will undertake full DBS check if appropriate.

5) How to apply

Closing date 10am Wednesday 20/03/2024, or until the post has been filled. Please apply early as we may start zoom interviews before the closing date. Do feel free to contact us to see if the role is still open.

Please read the job description and email your CV and a brief covering note telling us why this role interests you and outlining your availability. Please send applications via email to: anna@museumofbrands.com