



# ***THE BIG CRAFT SPECTACULAR***

## **Freelance Workshop Assistant Opportunity**

**Application Deadline: Monday 30th June 2025 at 4:00pm**

Keighley Creative are looking for a number of freelance workshop assistants to support the delivery of public access drop-in workshops as part of *The Big Craft Spectacular* workshop series funded by The Leap.

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### **Who are Keighley Creative?**

Keighley Creative is an arts charity operating in the heart of Keighley, co-creating and delivering exciting projects and fun activities with local artists, communities, organisations and businesses.

### **What is *The Big Craft Spectacular*?**

The BIG Craft Spectacular (more fondly known as *The Big Crafty Doo-Dah*) is an expansion of our family workshop programme. In 2025 Keighley Creative will be delivering 12 family-friendly arts and crafts workshops.

The aim of the project is to engage Keighley families who have limited access to the arts. We will host pop-up workshops in public spaces, including the Airedale Shopping Centre, Keighley Market and 4 community outreach venues around Keighley.

During the workshops, participants will be offered a light food provision or a healthy snack. We know holiday hunger is an issue for families in Keighley and we want to support tackling this in a welcoming and dignified way.

As a workshop assistant you will support the lead facilitator and our visitors, helping them to create a quality piece of art/craft to take away.

Our workshops may be the first time someone encounters the arts, so first impressions count. Their experience should be a positive one. We want people to feel welcome, encouraged, valued, inspired by their artwork and to know that everyone can be creative.

This opportunity is ideal for anyone interested in delivering arts and craft workshops or gaining experience in the creative industries.

## What is the opportunity?

We are looking for **up to 9 freelance workshop assistants** to support a lead facilitator to deliver at least one of these community workshops, linked to the themes set out by Keighley Creative.

### The workshop dates are as follows:

August 2025 (final dates TBC) - 4 x community outreach workshops  
20th August 2025- Airedale Shopping Centre (Holiday/Seaside Theme)  
27th September 2025- Keighley Market (Harvest)  
29th October 2025- Keighley Market (Halloween)  
6th December 2025- Keighley Market (Christmas)  
13th December 2025- Airedale Shopping Centre (Big Craft Spectacular Finale)!

### The work will include:

- Supporting the setting up and clearing away of the workshop area on the day
- Assisting on the delivery of workshop, liaising with lead artist
- Recording visitor numbers and feedback comments
- Welcoming families to join in with the workshop
- Assisting children and families to take part in the activity
- Work with the lead artist to ensure the activity is delivered safely
- Promote the work of Keighley Creative

### The fee per workshops is as follows: **£100 (full assistant day rate)**

## Personal Specification

### Required

- You must be over 18 to apply for this position
- You should have a professional and friendly approach to working with the public
- You should have availability on at least one of the dates detailed above
- You should be registered as self-employed with a UTR number

### Preferable

- A full Enhanced DBS is preferred but not mandatory  
For more information on DBS please follow this link:  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- A keen interest in the visual arts
- Experience of working as part of a team

## How to apply

To apply, you will need to complete the following:

- [an application form](#)
- **an equal opportunities form (see appendix 1)**

If you would prefer you can submit a 3 minute video or audio recording via email. See details at the end of this document.

Once completed, your application form will automatically be submitted to Keighley Creative. **Please email your equal opportunities form to [riaz@keighleycreative.org](mailto:riaz@keighleycreative.org)**

### **Application Process**

If you are shortlisted, you will be contacted shortly after the deadline and you will be invited for an informal interview with Keighley Creative's Event Manager and Event Producer.

**Interviews will be held on 9th July 2025 at Keighley Creative.**

If you have any questions please don't hesitate to get in touch with us via email [tracy@keighleycreative.org](mailto:tracy@keighleycreative.org) or [cathryn@keighleycreative.org](mailto:cathryn@keighleycreative.org)

This opportunity is open to anyone but we encourage applications from facilitators living in Keighley; (BD20, BD21 & BD22 postcodes)

### **Submitting a video or audio application**

If you would prefer to submit a video or audio application, please include the following in the email:

- your name,
- your pronouns,
- your contact details (email and/or phone number),
- your postcode
- attach your CV
- attach your video or audio application answering the questions below;

### **Application Questions**

1. Tell us about yourself and your past work.
2. Have you assisted with community activities before? (If yes, please provide some details).
3. Tell us why you would like the opportunity to be a workshop assistant with Keighley Creative.
4. Do you have any access needs?

## Appendix 1

### EQUALITIES & DIVERSITY MONITORING INFORMATION

Keighley Creative recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. We want to meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of our workforce as part of our commitment to equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. We ask for your support by answering the series of questions below in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.

**IMPORTANT:** Please can you email back this section of the application form to a different address from your actual application form so you can be assured it will not be used as part of the selection process nor will it be seen by anybody who is shortlisting or who will be interviewing you.

The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, Keighley Creative can continually check that we are complying with the Equality Act 2010.

**Please send this form back to our Executive Director, Riaz Meer:**  
[riaz@keighleycreative.org](mailto:riaz@keighleycreative.org)

### THE EQUALITY ACT 2010

#### Protects people against discrimination on the grounds of their age and sex

<b>Please state your date of birth</b>	
<b>Please indicate your gender</b> Put x against the relevant description or add your own definition if you prefer	Male  Female  I do not wish to disclose this  I describe my gender as.....

#### Protects people's different marital status

<b>Please indicate the option which best describes your marital status</b> Put x against the relevant description or add your own definition if you prefer	Married  Legally separated  I do not wish to disclose this  I define as:	Single  Divorced  Widowed	Civil Partnership
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**Protects people against discrimination on the grounds of their religion or beliefs**

<p><b>Please indicate your religion or belief</b>          Put x against the relevant description          ....or add your own definition if none of these are appropriate/relevant</p>	<p>Atheism</p> <p>Buddhism</p> <p>Christianity</p> <p>Hinduism</p> <p>Islam</p> <p>Jainism</p> <p>Judaism</p> <p>Sikhism</p> <p>I define as:</p> <p>I do not wish to disclose this</p>
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**Protects people against discrimination on the grounds of their race, nationality, and ethnicity**

<p><b>Please indicate your ethnic origin</b>          Put an x against the definition you personally relate to, or add your own definition if none of these are appropriate/relevant</p>		
<p><b>Asian or Asian British</b></p> <p>Bangladeshi</p> <p>Indian</p> <p>Pakistani</p> <p>Any other Asian background</p> <p><b>Black or Black British</b></p> <p>African</p> <p>Caribbean</p> <p>Any other Black background</p>	<p><b>Mixed</b></p> <p>White &amp; Asian</p> <p>White &amp; Black African</p> <p>White &amp; Black Caribbean</p> <p>Any other mixed background</p> <p><b>White</b></p> <p>British</p> <p>Irish</p> <p>Any other White background</p>	<p><b>Other Ethnic Group</b></p> <p>Chinese</p> <p>Any other ethnic group</p> <p><b>I do not wish to disclose this</b></p> <p><b>I define as:</b></p>

**Protects people from discrimination on the grounds of their sexual orientation**

<b>Please indicate the option which best describes your sexual orientation</b> Put x against the relevant description ....or add your own definition if none of these are appropriate/relevant	Lesbian  Gay  Bisexual  Heterosexual  I do not wish to disclose this  I define as:
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**Protects disabled people**

Including those with long term health conditions, learning disabilities and "hidden" disabilities such as dyslexia. If you tell us that you have a disability in your main application, we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable

<b>Do you consider yourself to have a disability?</b>	Yes  No  I do not wish to disclose this
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<b>Please state the type of disability which applies to you. People may experience more than one type of disability, in which case you may indicate more than one.</b> Put x against the relevant description ....or add your own definition if none of these are appropriate/relevant	Physical impairment  Learning Disability/Difficulty  Sensory impairment  Long-standing illness  Mental health condition  I define my disability/impairment as:  I do not wish to disclose this
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Please return this form to our Executive Director, Riaz Meer:  
**riaz@keighleycreative.org**