



THE MEGA DRAWING BOX IN THE PARK

Assistant Facilitator Opportunity

Application Deadline: Thursday 17th July 2025 at 12 Noon

Fee: £90

Keighley Creative are looking for **five assistant creative facilitators** to support the delivery of the MEGA Drawing Box in the Park and encourage families to engage with the activity.

Who are Keighley Creative?

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

WHAT IS THE PROJECT?

The Drawing Box Project was founded in 2020, inspired by Keighley Creative artists & studio holders Naseem Darbey and Gemma Hobbs. The project ran throughout the COVID-19 crisis as a way of supporting community connection and wellbeing through creative practice.

Around 500 individuals and families in and around Keighley received a special drawing box full of materials and ideas to get creative at home. New activities were released each week through digital platforms, worksheets and participatory performances taking place at Keighley Creative, 'live from the gallery window'.

Since then it has expanded and evolved to reach new audiences and new places. In 2023, things got MEGA and Keighley Creative produced a giant white walled drawing cube and delivered a drawing event in the Old Beales Department Store! We celebrated drawing, with dancers who drew with charcoal feet, Keighley folk made their mark with crazy mark making tools and artists created murals on the outside of the cube.

[Mega Drawing Box Highlights Film](#)

[Mega Drawing Box Timelapse](#)

Now it's time to take the MEGA Drawing Box on another adventure to The Beacon for Bradford 2025 at Cliffe Castle Park for ONE DAY ONLY!

What's the opportunity?

We are looking for **five assistant creative facilitators** to support the delivery of the MEGA Drawing Box in the Park and encourage families to engage with the activity.

The Mega Drawing Box is an approximately 8 metre by 8 metre structure that will take residence in the Bradford 2025 Beacon on **Wednesday 6th August 2025**. This large scale installation is a space for the public to make marks and play with creativity all over its walls.

The assistant creative facilitators will be stationed inside the Mega Drawing Box during the event (*see example in appendix 2*). They will be mark making on the box and encouraging visitors to make their own marks and use their drawing tools.

The work will include:

- Liaising with the lead artist about the activity content
- Supporting the set up and clearing away of the workshop area
- Supporting the delivery of the activity
- Supporting on the tool-making station
- Welcoming families to join in with the activity
- Assisting children and families to take part in the activity
- Ensure the activity is delivered safely

Personal Specification

- You must be over 18 to apply for this position
- You need a full Enhanced DBS or be on the update service.
For more information please follow this link:
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- You should be confident in a public facing role. You should have a professional and friendly approach to working with the public.
- You must be available on **Wednesday 6th August 2025**.

The fee per activity is as follows:

£90 (£15 an hour x 4 hours)

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 to cathryn@keighleycreative.org. 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** riaz@keighleycreative.org

Application Process

If you are shortlisted, you will be contacted shortly after the deadline and you may be invited to meet the Keighley Creative's Events & Operations Manager and The Drawing Box Lead Artist.

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 an image of your work, attach your video or audio application answering the questions below;

Application Questions

1. Tell us about yourself and your past work.
2. Why do you want to be one of the assistant facilitators at the Mega Drawing Box in the Park?
3. Please briefly describe an example of any public access workshops you have previously worked on.
4. Do you have any access needs?

If you have any questions please don't hesitate to get in touch with us via email admin@keighleycreative.org

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

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

THE EQUALITY ACT 2010

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

Please state your date of birth	
Please indicate your gender 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

Please indicate the option which best describes your marital status Put x against the relevant description or add your own definition if you prefer	Married	Single	Civil Partnership
	Legally separated	Divorced	Widowed
	I do not wish to disclose this		
	I define as:		

Protects people against discrimination on the grounds of their religion or beliefs

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

Protects people from discrimination on the grounds of their sexual orientation

Please indicate the option which best describes your sexual orientation Put x against the relevant descriptionor 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

Do you consider yourself to have a disability?	Yes No I do not wish to disclose this
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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. Put x against the relevant descriptionor 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

Appendix 2

Inside walls of the Mega Drawing Box

