



### **Volunteer Role Description**

<b>Role Title:</b>	<b>Gallery Steward Volunteer</b> Under the direction of the Visitor Services Supervisor
<b>Role Summary:</b>	<ul style="list-style-type: none"> <li>To provide a warm welcome and facilitate an enjoyable visit for visitors and school parties, and supervision of the galleries.</li> </ul>
<b>Role Description:</b>	<ul style="list-style-type: none"> <li>To act as point of contact in the museum galleries.</li> <li>To assist with the evacuation of the building in emergencies and drills.</li> <li>To provide a helpful and welcoming reception to visitors.</li> <li>To answer questions about collections and other basic enquiries.</li> </ul>
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>Love of local history.</li> <li>Good communication skills.</li> <li>Outgoing, pleasant and enthusiastic manner.</li> <li>Attention to detail.</li> <li>Experience of working with the public would be beneficial.</li> <li>Confident in talking and interacting with the general public.</li> <li>Assisting in keeping the galleries and exhibitions tidy.</li> </ul>
<b>What's In It For You:</b>	<ul style="list-style-type: none"> <li>Experience of working within the heritage sector.</li> <li>Opportunity to develop communication skills.</li> <li>Enjoy meeting a wide range of visitors.</li> <li>Increased confidence and wellbeing</li> <li>Ongoing role specific training and induction.</li> <li>Opportunity to give short gallery talks</li> <li>Being part of a team and meeting likeminded people</li> </ul>
<b>Why We Want You:</b>	<ul style="list-style-type: none"> <li>To help provide excellent customer service to visitors.</li> <li>To support the museum service to engage the community in local heritage.</li> </ul>
<b>Notes:</b>	Weston Museum promotes flexible volunteering and as such does not require a minimum time commitment from our volunteers however you may be contacted about your volunteering needs if you are unable to volunteer at all for a consecutive 4 week period.
<b>For more information, contact:</b>	Volunteer Coordinator; <a href="mailto:Lisa.clemons@wsm-tc.gov.uk">Lisa.clemons@wsm-tc.gov.uk</a> 01934621028