



Gallery Steward Volunteer – Role Description

Do you enjoy talking to people? Do you have a passion for or want to learn more about local history? We are looking for volunteers to create a warm welcome for our visitors in the galleries, and assist with their enquiries.

Volunteer tasks:

You will welcome visitors and engage with them about the collection and local history. Completing visitor surveys and recording feedback is an important part of this role along with helping to keep the galleries tidy and ready for visitors; restocking pencils, paper and checking interactives.

Transferable skills you can gain from this role:

- Experience of working within the heritage sector
- Training in a variety of museum evaluation methods
- Visitor engagement and customer service
- Local history knowledge
- Increased confidence and wellbeing
- Health and Safety awareness
- Other role specific training

Skills required: A love of local history, archaeology and or heritage would be an advantage but not essential. Confidence talking to members of the public, especially during busy times, is an important part of this role.

Potential time involvement: The galleries are open during the normal opening hours of the museum, 10am – 5pm; a typical shift for this role is 1-4 hours.

Responsible to: Visitor Services Supervisor.

Training and Support: Full training will be given alongside ongoing support from staff and other volunteers as needed. **Out of pocket expenses are paid.**

For more information and to apply please contact our Volunteer Coordinator;

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