

**Volunteer Role Description – Exhibition Steward Volunteer**

*We are equal opportunities employers, which means that we are committed to providing equality of opportunity in employment to all persons.*

|  |  |
| --- | --- |
| **Role Title** | Exhibition Steward Volunteer |
| **Purpose of Role** | To be part of a team of volunteers responsible for enhancing the  visitor experience to Wiltshire Museum during our 2020 summer/autumn exhibitions. |
| **Main Activities and tasks** | * To welcome visitors to the exhibition and direct them around the space * To engage with visitors and answer questions about the exhibition and Museum * To be vigilant at all times with regard to safety and security with the collection and visitors * To ensure the exhibition space remains clean and tidy * To assist with the flow of visitors and support the front desk during particularly busy periods * To undertake visitor surveys on behalf of the Museum * To understand and comply with the fire evacuation procedure |
| **Skills needed** | * An interest in Wiltshire Museum and our exhibition programme * A willingness to learn about the contents of the exhibition and the Museum’s collections * Enjoy working with the public * Good communication skills * Polite and approachable * Reliable |
| **Training** | Training will include:   * Tour of the Museum * Induction including health and safety * Briefings and training on exhibition subject * Visitor services and audience survey training * Ongoing support from the staff team |
| **Time commitment** | A regular weekly or fortnightly shift of 1 hour and 45 minutes (or a double shift of 3 hours and 30 minutes).  This role will involve a trial period of 1 month to ensure that it is the right role for you. |