

**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 thevisitor 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.  |