



Royston & District Museum & Art Gallery

'Enriching the community'



Events Team Volunteer Role Description

Role title	Events Team
Organisation and who benefits	Royston & District Museum & Art Gallery sits at the heart of the Royston community and celebrates the wonderful stories of the town and its people.
Purpose	<p>Volunteers are vital to the running of the museum. Without volunteers we could not undertake all the activities that we do.</p> <p>This role contributes directly to the museum's six big aims: <i>to be considered as one of the premier local history museums in the country; and to be at the centre of the community in Royston.</i></p>
Main tasks	<ul style="list-style-type: none">• To offer a warm, friendly welcome to visitors entering the museum for events.• To help prepare for an event – this might include preparing craft activities, information and signage, moving tables and chairs and so on.• Being a friendly face for all visitors attending the event, answering any questions and encouraging them to get involved.• Promoting events locally.• Getting visitors to feed back on the event by filling in comment cards or questionnaires.• Leading creative workshops such as children's craft activities when needed.
Skills, experience and qualities needed	<ul style="list-style-type: none">• Good interpersonal skills – you must enjoy talking to people of all ages and with a variety of interests and backgrounds.• Friendly, cheerful and approachable manner to make visitors feel welcome.
When	We are looking for volunteers who can help out as and when events are put on at the museum. These are commonly, but not exclusively, held at weekends and during the school holidays.
Where	This role is based at the museum.
Support offered	All volunteers are given an induction and are introduced to the museum.

	For this role you will be introduced to each event and the activities for the day.
What could volunteers get out of it	As part of the events team you will have the opportunity to volunteer with a dynamic team. You will also be able to meet people from all walks of life. It is a great opportunity to develop confidence in a public facing role and to enjoy new experiences.
Other information	<p>You will need to complete a simple application form for this role as well as supplying us with the names of 2 people who we can approach for references.</p> <p>You will have an informal interview with the Museum Curator.</p> <p>The team at Royston & District Museum & Art Gallery have regular social events for volunteers.</p>