

# Volunteer Role Profile: Events Team



## Purpose of Role

To support the Museum with the delivery of its programme of special events.

## Anticipated Time Contribution

Flexible – anticipated to be around ½ day per week, with the possibility of more if requested. You may also just help out at ad-hoc events, rather than make a weekly commitment.

## Main Activities or Duties

*Your duties may encompass only some, or several of these areas. These will be discussed with you.*

- Helping to plan events
- Stewarding at an event
- Helping to promote an event

## Qualities

- You won't necessarily have had any experience in this field, but a willingness to learn is required!
- You will have good interpersonal skills and a friendly welcoming manner.

## Training

- A general induction will be given by the Curator. The induction will include a brief introduction to the museum, museum policy and procedures, health and safety guidance, general responsibilities and terms and conditions as outlined in the induction checklist.
- Everyone will be given the opportunity to attend a session giving introduction to Collections Care
- Individual training needs will be identified and facilitated as required.
- There may be the opportunity to attend training sessions led by the South West Federation of Museums and Art Galleries or the Dorset Museums Association.

## Benefits

- Meeting new people
- Learn new skills and develop existing ones
- Opportunity to work as part of the museum team
- Opportunity to contribute towards a major capital redevelopment
- Access to lots of tea and biscuits
- Learn more about Bridport and its history

## Location

You will be primarily based at the Coach House in Gundry Lane, with off-site attendance at any events that you are taking part in. These will normally only be in Bridport or West Bay.

## Reporting to

The Curator is your line manager, but you can always ask for support from the Assistant Curator or Community Engagement Officer if they are not available.

**Notes**

Not every part of the museum stores has disabled access.

We would like each volunteer team to be able to contact each other to share ideas, concerns and information. Would you be happy for your email address to be shared with other members of the Collections Team?

If so, please provide your email address here: .....

