

Volunteer Role Profile: Visitor Services Team



Purpose of Role

To support the redevelopment of Bridport Museum by promoting the Museum, talking to visitors and raising funds through the shop and donations.

Anticipated Time Contribution

½ day per week, or on an ad-hoc basis as required if on the standby rota.

Place of Work

Bridport Museum

Main Activities or Duties

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

- Welcoming the public to Bridport Museum
- Carrying out visitor research (e.g. facilitating questionnaires)
- Selling items in the shop
- Telling visitors about Bridport's history
- Telling visitors about the redevelopment
- Gathering ideas for the new museum (by visiting other museums!)

You will also be required to keep a timesheet detailing the hours and tasks you have undertaken which relate directly to the HLF project. These must be given to the Assistant Curator at the end of each calendar month.

Qualities

- You won't necessarily have had any experience in this field, but a willingness to learn is required!
- This role would suit someone with a friendly and welcoming manner.
- You need to be confident with handling money and operating a till (although full training will be given)

Training

- A general induction will be given by a member of staff.
- You will be given extra support as and when needed, and requested.
- 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

Reporting to

Your line manager is xx

Notes

Not every part of the museum 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 Visitor Services Team?



If so, please provide your email address here:

