

## Events Volunteer

**Location:** Reading Museum and Reading Abbey Quarter

You are also welcome to help at events at our partner museum The Museum of English Rural Life on Redlands Road, Reading



### Why we want you

You will help our Visitor Welcome team to provide an exceptional welcome during a wide range of public events

### What you will be doing

- Greeting visitors with a warm welcome
- Helping to maintain a high level of presentation in the welcome areas and in the galleries
- Assisting with enquiries
- Ticket checking of arriving visitors for bookable events
- Assisting with an activity (including preparation, re-stocking and clean-up)
- Supervising a particular area, explaining how equipment works, and checking it is charged up
- Supervising the colouring area (tidying colouring sheets)
- Object handling (familiarising yourself with the objects and running the activity)
- Assisting with the gallery trails (handing out the paper trails, explaining the task and collecting them in)

### What you will gain in return

- Experience of working within a team of museums staff & volunteers
- Experience of welcoming visitors of all ages, in engaging environments

- Full training and a comprehensive introduction to the Museum, its services and facilities
- You will have the opportunity to attend outreach events in our local community to spread the word about the Museum and encourage people to visit, chatting about what's on offer at the Museum

**This role will suit you if you are**

- Someone who enjoys variety - no two events are exactly the same and involve a variety of tasks and activities
- Able to work as part of a team
- Enthusiastic, outgoing and polite engaging with a friendly and diverse audience
- Self-motivated and pro-active
- Have good communication skills
- Looking to apply existing experience in a customer-facing role



**How much time will it take up?**

This role is very flexible and has no regular time commitment, although events are often held at weekends or evenings. The Event programme is planned several months in advance, so we are able to give plenty of notice.

**To apply**

Read through our volunteer policy (found under 'Get Involved' at [www.readingmuseum.org.uk](http://www.readingmuseum.org.uk)) and complete the volunteer registration form.

Email your form to [museum.visiting@reading.gov.uk](mailto:museum.visiting@reading.gov.uk)

If we think you are suitable for this role, we will invite you to Reading Museum for a brief chat

