

Events Volunteer

Location: Reading Museum and Reading Abbey Quarter; The Museum of English Rural Life on Redlands Road, Reading



Why we want you

Event volunteers help us to deliver a programme of fun, friendly and fabulous special events all year, either at the Museums or out and about in the community.

You will help our Visitor Welcome team to provide an exceptional welcome.

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 people-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

Please complete your volunteer registration form on our volunteering platform Better Impact. There is no set deadline for applying, because events take place throughout the year and there are plenty of opportunities to help out at our events.

The link can be found under <https://www.readingmuseum.org.uk/explore/volunteer-reading-museum> or follow the link here: <http://btrr.im/tqvqp>

***Please ensure you tick 'Events Volunteer' in your 'Interests' section under My profile, when registering. This will alert us to the fact that you are keen to help in this area.**

Matching to the role

If we think you are a match for this role, we will invite you to a 30-minute informal interview with a member of the team and Sheila Fisher (Museum Partnership Reading Volunteer Coordinator) via Zoom, where you can have an opportunity to tell us about your interests and experience, and ask us some questions.