

## Role Description

### Reading Abbey Visitor Counter volunteer

#### Location: Reading Abbey Ruins

#### Why are we doing this?

The historic Reading Abbey Ruins re-opened to the public in 2018, after being closed for nearly 10 years, thanks to the ‘*Reading Abbey Revealed*’ Heritage Lottery Fund and Reading Borough Council match-funded project.

A major part of this project was also to explain the site’s rich history more fully through installing 27 new information boards and numerous directional signs around the town centre encouraging visitors to seek out the Reading Abbey Quarter.

#### Why we want you

Reading Museum is looking for micro-volunteers - people who may have limited time to volunteer - to help us understand our visitor profile. We are looking for Visitor Counters to count all those who enter the Abbey ruins in a two-hour time slot, at certain times of the year.

Counting visitors on sample days will help us gauge the number of visitors who currently are aware of and visiting the Abbey Quarter as a historical and cultural destination within the town.

We hope to increase awareness of the heritage site and the activities that go on here, to ensure we welcome as many people as possible from the wider community.



#### What will you be doing?

You will be paired with another volunteer for two hours on each occasion. Each of you will be located at a different entrance of Reading Abbey ruins in order to accurately record the number of visitors entering the Abbey ruins from your allocated entrance during that time. You will use a clicker to count each visitor.

You may also be asked to hand-out promotional literature for upcoming events.

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

- Happy to work outdoors in all seasons
- Willing to represent Reading Museum and the Abbey Quarter
- Able to use your own initiative
- Friendly and approachable

## **What will you get out of it?**

- Help us understand our visitor profile (who currently is aware of and visiting the Abbey), and why they are visiting the site
- Be part of a friendly volunteer team and make new friends

## **How much time will you need to give?**

The shifts will either be a morning or an afternoon and will include occasional large scale events and non-event weekdays and weekends. (Please note that volunteers can collect the equipment any time between 10.30am - 3.30pm Tuesday to Friday, so you may need to plan ahead for weekend and Monday shifts).

You may choose to help on as many occasions as you wish.

We may ask you to help at additional times if this suits your availability.

You will receive on-site training before you start this role and we will provide the equipment you need.

## **Upcoming days in 2019-20 when we need samples:**

August:

- a Tuesday morning
- a Friday afternoon
- a Saturday morning
- a Sunday afternoon

September:

- a Monday morning
- a Wednesday afternoon
- Friday 13 Sep morning and afternoon (Heritage Open Days)
- Saturday 14 Sep morning and afternoon (12-2 & 2-4pm) (Heritage Open Days)

November:

- a Saturday morning
- a Sunday afternoon

March on a week day:

- a Tuesday morning
- a Friday afternoon

## **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.