



MUSEUM *of* RICHMOND

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Desk Volunteer Co-ordinator (Unpaid)

The Museum of Richmond, which celebrates the rich heritage of Richmond, Ham, Petersham and Kew, through its exhibition, events and education programmes, is looking to add to its Desk Volunteers Team

The Role

Desk Volunteers staff the Museum information desk. They welcome visitors, inform them about the Museum and our events, sell items from the shop and answer enquiries (or refer visitors to Museum staff). Desk Volunteers may also help at special events or with education sessions. This role is primarily involves liaising with the team of volunteers to ensure the reception desk is always staffed during Museum opening hours and when needed at special events. It also includes working with the Trustee for Volunteering and the Learning and Audience Development Officer to ensure best practice is followed, following the Investing in Volunteers Framework.

Time Commitment

Approximately half a day a week – though this may vary depending on Museum events, projects and training days

This role is particularly suited to an individual with an interest in history/heritage or the cultural sector and who has experience working the public and managing a small team