



Volunteer:

Coffee & Crafting Workshop Volunteer

Help us bring Richmond's 700+ years of history to life for the next generation.

The Museum of Richmond isn't just about old things—it's about how history connects to today's world. We tell the story of Richmond, from its time as a royal residence to its modern status as a hub for arts and culture. Your support is vital to making our history accessible, engaging, and relevant.

Role Overview

Do you enjoy being creative, meeting new people, and helping others learn a new skill? The Museum of Richmond is looking for a **Coffee & Crafting Workshop Volunteer** to support our monthly community workshop. This is a relaxed, social, and hands-on role where you'll help create a welcoming space for visitors to get crafty, chat, and enjoy a brew!

Key Responsibilities

As a **Coffee & Crafting Workshop Volunteer**, you are one of the friendly faces that helps the session flow smoothly. Your duties will include:

- **Room Setup:** Assisting the Museum Team in preparing the space, setting out craft materials, and sorting out the Tea Room treats
- **Welcoming Visitors:** Greeting participants as they arrive and helping them get settled before the workshop starts
- **Supporting the Craft:** Helping participants get started with the monthly activity, distributing materials, and offering a hand when someone gets a bit stuck.
- **Facilitating Connection:** Keeping the atmosphere friendly and inclusive, ensuring everyone feels comfortable and part of the group.
- **Tidying Up:** Helping to pack away equipment, clean up craft supplies, and reset the room after the session concludes.

We are Looking For Someone Who Is...

- **Personable & Welcoming:** Someone who can strike up a friendly conversation and make people feel at ease.
- **Helpful & Hands-on:** You're happy to jump in with whatever needs doing, whether it's making a coffee or clearing up loose threads
- **Reliable:** We rely on our assistants to help us run these sessions consistently for our community members.
- **Patient:** Happy to provide gentle encouragement to people who may be trying a craft for the first time.
- **Organised:** Able to keep an eye on materials and help keep the workspace tidy.



Time Commitment & Duration

- **Frequency:** Once a month – on a Wednesday or Saturday, or both! Whichever works for you
- **Time:** Approximately **3 1/2 hours** per session (including setup and pack-down). Workshop runs from 1pm to 3:30pm so we would love to have your help from 12:30pm until 4pm
- **Duration:** Minimum of 6 months.



What You Will Gain

- **Event Experience:** Gain practical experience in event hosting and community engagement.
- **People Skills:** Build confidence in working with people from all walks of life and all generations.
- **Creative Fun:** You'll be right in the middle of our arts and crafts sessions—a great way to pick up new techniques yourself!
- **Contribution:** Play a direct role in combating loneliness and fostering community spirit in Richmond.
- **Reference:** Receive a reference from the Museum of Richmond, showcasing your reliability and your ability to support community initiatives.



Interested? Got questions?

To apply for this role, complete a [Volunteering Expression of Interest Form](#) and email it to: learning@museumofrichmond.com

If you have any questions, contact the Museum by emailing: learning@museumofrichmond.com

Important Note

This document is intended as a **guide** to volunteering at the Museum of Richmond and is **not legally binding**.