

Volunteering at the Museum of Richmond: Learning Volunteer



The Museum of Richmond tells the story of Richmond from prehistory, through its rise in prominence as a royal residence in the medieval period to its modern status as a centre of the arts and fashion. We care for and give access to the rich history of Richmond through our permanent displays, temporary exhibitions, learning workshops and events programme.

Why does the Museum of Richmond need your support?

We need a friendly and enthusiastic volunteer to help support our Learning Officer with preparing for and running our workshops for schools, families and adults

What will you be doing?

You will work with the Learning Officer to:

- Prepare resources for workshops ahead of time. This can include tasks like photocopying worksheets, laminating resources for use and preparing goody bags of craft resources
- Set up and tidy up after workshops
- Manage admin like inputting feedback forms into spreadsheets.

You will need to:

- Be comfortable using a computer and the standard programmes like Word and Excel
- Engage with visitors of all ages and backgrounds, who interact with the Museum this way
- Be physically fit. The Museum is based on the Second Floor of the Old Town Hall and whilst there is lift access, we cannot guarantee it will always be in working order so volunteers will need to be able to climb the stairs from street level to the second floor

What qualities, skills and experience do you need?

- A friendly, enthusiastic and approachable manner.
- Confidence to engage and communicate with people of all ages, backgrounds, and nationalities.
- Be comfortable using a computer and the standard programmes like Word and Excel
- Ability to work independently as well as part of a small team

How much time will you be expected to give and when?

- It would vary on your availability and our bookings
- Ideally at least one day a week, for at least 6 months
- You would need to come into the Museum for this role, preferably on the same day each week.

What can you expect from us?

- To be treated fairly and with respect.
- To be recognised and appreciated for your contributions.
- To have an enjoyable experience in a fascinating environment.
- To be provided with training including familiarisation with the site and staff, Health and Safety, and the Museum's displays and temporary exhibitions.
- Opportunities to meet and socialise with other Museum volunteers
- As we are a small charity, we are unable to reimburse travel expenses.

What will we expect from you?

- To be the friendly face of the Museum of Richmond – when approaching suppliers and when interacting with the public
- To attend induction and training sessions.
- To understand and follow our security, safety and evacuation procedures.
- To maintain positive working relationships with staff, other volunteers and members of the public.
- To be reliable in attendance

If you are interested in volunteering at the Museum of Richmond, or have any further queries regarding this role, please contact the Museum by emailing info@museumofrichmond.com or call 020 8332 1141

To apply for this role, please complete our Volunteer Expression of Interest form which can be found at: <https://www.museumofrichmond.com/get-involved/volunteering/>

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