



Volunteer: Learning & Engagement Intern – Term Time

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.

💡 The Value of This Role – to YOU

You won't just be making photocopies; you'll be joining our Learning Team to help design and deliver workshops for students, families, and adults. This is a **hands-on role** that blends creativity with real-world professional skills.

- **Build Your Portfolio:** Gain real experience creating **digital content** for social media and developing educational resources.
- **Skill Up:** Practice project management, event setup, public engagement, and data analysis using industry-standard tools.
- **Make an Impact:** Directly shape how young people connect with local history and culture.

📦 What You'll Actually Be Doing (Your Core Tasks)

You'll work closely with the Learning Officer, getting involved in every step of the program lifecycle:

Area of Focus	Key Responsibilities
Digital Content Creation	Design and produce short-form content (photos, videos, captions) for the Museum's social channels to promote upcoming workshops and events.
Program Prep & Design	Prepare essential materials for workshops, including digitally formatting worksheets, creating craft kits, and testing activities to ensure they run smoothly.
Workshop Logistics	Help set up and transform spaces for school and family events, manage supplies, and efficiently pack away materials after a session.
Data & Feedback Loop	Organize and input key program data (like workshop attendance and visitor feedback forms) into spreadsheets to help us track success and improve future programs.
Front-of-House Experience	Occasionally cover the Museum's welcome desk to greet visitors, share information, and answer questions about the collection.

🔧 What We Look For

We value your enthusiasm, reliability, and your ability to connect with diverse groups of people.

- **Digital Comfort:** You're comfortable and quick with a computer, including standard programs (Word, Excel, or Google Suite) and ideally have some experience with basic **photo/video editing or design tools**.
- **People Skills:** You are a **friendly, confident, and approachable communicator** who can engage visitors of all ages—from young students to senior citizens.
- **Team Player:** You can manage tasks independently but also thrive as part of a small, collaborative team.
- **Physical Readiness:** Our historic building requires a bit of physical effort! You must be able to move chairs/tables, carry boxes of supplies, and be able to use the stairs occasionally (the Museum is on the second floor of the Old Town Hall, and while there's a lift, we can't guarantee it's always working).



Time Commitment & Duration

- **Commitment:** One consistent day per week, for a minimum of one school/college term (approx. **3 months**).
- **Location:** This is an in-person role at the Museum of Richmond.



What You Get Back

This is a chance to gain experience in the culture and heritage sector while making valuable professional connections.

- **Professional Development:** Full training on site operations, museum displays, and health & safety.
- **Networking:** Opportunities to meet and socialise with staff, trustees, and other passionate volunteers.
- **Acknowledgement:** Your contributions will be genuinely appreciated, recognised, and valued by the whole team.



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**.