



Summer 2023 Work Experience Learning: Family Workshops

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 families during August 2023

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.
- Engage with visitors of all ages and backgrounds.
- 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 talk to 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?

- You will need to come into the Museum for 5 days, from 9:30am to 4:30pm
- There are two weeks we need help with: Tuesday 8 to Saturday 12 August 2023 and Tuesday 22 to Saturday 26 August 2023, 9:30am to 4:30pm

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.
- To be given up to £15 a day to help cover the cost of travelling to and from the Museum and/or your lunch.

What will we expect from you?

- To be part of the team that is the friendly face of the Museum of Richmond
- To attend induction so you can 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

To apply for this placement, please complete the document named **Summer 2023 Placements: Expression of Interest**, and return it to the Museum at this email address: info@museumofrichmond.com

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