



## VOLUNTEERING AT CASTLE DONINGTON MUSEUM EXHIBITION STEWARD

*Opportunity to join the team engaging with the public when an exhibition is open to visitors.*

Responsible to: *Curator*

### **Tasks and responsibilities:**

- 1) Set up an exhibition which may be a permanent display, the annual exhibition (May – October), or a temporary exhibition at an external event.
- 2) Collect the key from the keyholder.
- 3) Open up the museum; turn the alarm off, turn lights on, unlock doors and put portable signage outside.
- 4) Count the petty cash at the start of a shift, ensuring it tallies with the previous closing balance.
- 5) Create a welcoming atmosphere for visitors to the museum/exhibition.
- 6) Check the exhibition for damage/ pest infestation.
- 7) Ensure guides or pamphlets (if any) are available at the start of each shift.
- 8) Talk about and answer questions on exhibits in an informative manner.
- 9) Offer to find out more information if unable to answer a question and complete a request form as required.
- 10) Keep a tally of the number of visitors.
- 11) Encourage visitors to leave a comment in the comments book.
- 12) Keep a record of items sold.
- 13) Count the petty cash at the end of the shift and complete the log book for the day.
- 14) Tidy up at the end of each shift.
- 15) Ensure doors are locked, lights are turned off, portable signage replaced inside the building and the alarm is set when closing the museum.
- 16) Return the keys to the keyholder.
- 17) Arrange own substitute and inform the Curator if unable to attend a shift.

### **Skills required:**

- 1) You will be happy talking to members of the public
- 2) Creativity
- 3) Honesty and reliability
- 4) Happy to work as part of a team
- 5) Attention to detail

### **Benefits to the volunteer**

- 1) Experience of volunteering in a museum
- 2) The opportunity to work with trained staff
- 3) Access to the museum's collections
- 4) The opportunity to make the collection more accessible for visitors now and in the future.

### **Hours/time commitment**

The museum is open on Saturdays, Sundays and bank holidays during the annual exhibition.

Volunteers are asked to provide a list of dates when available for duty prior to the exhibition opening so that the rota can be drawn up and to commit to attending regularly. The Trust understands that

availability may change for many reasons so Stewards are asked to keep the Curator informed and arrange duty swaps amongst themselves.

**Location**

Castle Donington Museum

**Support and supervision**

You will work with Curators' support and guidance, but be part of the wider team of volunteers.

The team is committed to providing the best care that is possible for the collections held at the Museum, thus enabling the public to benefit from well preserved and displayed materials that are fully catalogued and easily accessible.

**Training**

Training will take place at the Museum.

Training is informal, and a significant amount is 'on the job'. Stewards will be briefed before the exhibition opens and debriefed when it closes.

**Insurance, Policies and Expenses**

Volunteers working at the Museum are insured: details are displayed in the museum.

Volunteer expenses are available as per the Museum Volunteers Policy.

Volunteers are expected to comply fully with relevant policies such as Health and Safety, Equality and Diversity and Data Protection.