



Volunteer – Exhibition Steward

Exhibition: Peggy Guggenheim: Petersfield to Palazzo

Dates: Saturday 15 June – Saturday 5 October 2024

Location: Petersfield Museum and Art Gallery

Gallery: Various throughout the Museum and Art Gallery including the Petersfield Gallery, the Standfield Gallery, the Edward Thomas Study Centre and the Flora Twort Gallery

Responsible to: Visitor Experience Supervisor

The exhibition:

From 15 June 2024 – 5 October 2024, Petersfield Museum and Art Gallery will present a major new exhibition *Peggy Guggenheim: Petersfield to Palazzo*.

The exhibition will tell the story of Peggy Guggenheim (1898-1979), the most famous twentieth-century patron of modern art, who lived at Yew Tree Cottage near Petersfield between 1934 and 1939. It will introduce the multitude of literary, artistic and intellectual figures of the period with whom Guggenheim interacted and reveal the fascinating untold story of her life in Petersfield and West Sussex through her family, friends and lovers.

With loans from Peggy Guggenheim Collection Venice, Tate, the Hepworth Wakefield, the Penrose Collection, the National Trust, Bristol Museum and Art Gallery and private dealer Dolan/Maxwell – we will show works by leading British and European modern artists. This will include work by Jean Arp, Max Ernst, Henry Moore, Yves Tanguy, John Tunnard, Rita Kernn-Larsen and Hazel King-Farlow.

Purpose of role:

The role of the Exhibition Steward is to enhance all aspects of the visitor experience, interacting with people about the exhibition and enabling visitors to feel comfortable and welcome, providing guidance and support when needed. The Exhibition Steward is responsible for answering visitors' enquiries, helping with wayfinding, alerting the Museum staff team to any maintenance or security issues that may arise, and encouraging visitors to complete exhibition visitor surveys.

Key Tasks for this role may include:

- Welcoming visitors to the exhibition and helping to ensure that every visitor has an exceptional experience.
- Promoting public understanding of the life of Peggy Guggenheim, and her connection to the wider story of Petersfield and the surrounding area.
- Providing information and direct visitors as required.
- Ensuring the galleries are kept clean and tidy, alerting the Museum staff team to any maintenance problems.
- Developing an understanding of access needs of visitors within the galleries.
- Encouraging visitors to complete visitor surveys for the exhibition.

General tasks:

- To comply with the Museum and Art Gallery's Health and Safety Policy and to bring to the attention of the Visitor Experience Supervisor in the first instance any issues relating to the health and safety of employees, visitors or volunteers.
- To comply with the Museum and Art Gallery's Safeguarding Policy and to bring to the attention of the Designated Safeguarding Lead any issues relating to Safeguarding of children, young people and vulnerable adults.
- To comply with the Museum and Art Gallery's Volunteer Policy and the terms of the Volunteer Handbook.

We are looking for someone who:

- Is friendly and engaging.
- Is a good communicator and able to work under pressure.
- Enjoys working and interacting with the public.
- Understands the need to provide an exceptional experience for every visitor.
- Is security conscious.
- Has enthusiasm for the exhibition and the wider history of Petersfield.
- Is interested in twentieth-century artistic and literary life.

Support and training:

Volunteers for this role will be provided with induction training to the Museum and Art Gallery, as well as to this specific role and a tour of exhibition before it opens.

Rewards:

- The opportunity to be part of a major new exhibition in Petersfield.
- The chance to learn new skills and build up existing ones.
- The opportunity to make new friends and work within a team.
- Summer volunteer social event.
- 15% discount in the Coffee Shop (*exclusions apply).
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- Unlimited free entry to the Museum with one guest.
- Free refreshments when on duty.

Volunteer hours:

Exhibition steward shifts are usually for half a day (3.5 hours), with one break. We would expect volunteers to commit to at least one shift per fortnight but preferably weekly, throughout the exhibition period.

How to register interest:

In the first instance, please contact Emily Langrish, Visitor Experience Supervisor at: visitorexperience@petersfieldmuseum.co.uk to register your interest in volunteering for the exhibition, or to ask any questions about the role.

The details contained in this volunteer role description reflect the content of this volunteering role at the date of being prepared. It is however possible that over time the nature of the role will change. Therefore, this volunteer role description may, from time to time, be revised.

The existence of this role description neither intends nor implies that any employment relationship is to be created either now or at any time in the future.

Petersfield Museum and Art Gallery is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs and volunteer roles at Petersfield Museum and Art Gallery are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome all candidates who think they have the required skills and can make a contribution in this key role.

About Petersfield Museum and Art Gallery

Petersfield Museum and Art Gallery is an accredited, independent museum and registered charity. Originally established in 1999, we recently completed an ambitious, £4 million 'Pathways into the Past' Project, which has created a step change in how visitors engage with our spaces and collections, which will be enduring in the long term. The NLHF supported Project has enabled us to fulfil our vision:

Situated at the foot of the South Downs, Petersfield Museum and Art Gallery will be a focal point for the area's unique history and cultural heritage. It will be at the heart of local life and a compelling attraction for visitors from further afield. Historic buildings and contemporary architecture with welcoming social areas and stimulating learning spaces, wide ranging and engaging collections, temporary art exhibitions and educational and events programmes will inspire visitors of all ages to investigate and explore further our region's many historic and cultural assets.

Having re-opened in June 2021, the project has transformed the Museum's buildings, exhibitions and programmes and has hugely increased the scope of what we are able to offer to visitors. It has created the capacity to ensure that we are successfully integrated into the visitor destination of the South Downs National Park, at the same time as being strongly rooted in the local community, putting Petersfield Museum and Art Gallery on the map for local people and visitors alike.

A rare example of a restored Victorian Justice Heritage site, centred around the town's original Magistrate's Courthouse and Police Station, the Museum's permanent collections include social history archives and artefacts relating to Petersfield and the surrounding area including important bronze and iron age artefacts found on Petersfield Heath, the Flora Twort Art Collection, the Photography Collection including the Don Eades Photographic Archive and the Fashion and Textile Collection, including the Bedales Historic Costume Collection. It also hosts the Tim Wilton-Steer Collection of works by and about the poet Edward Thomas, housed in the Museum's purpose designed Edward Thomas Study Centre.

The Flora Twort Gallery, a new building created within the redevelopment is the Museum and Art Gallery's bespoke and largest temporary exhibition space, where we host exciting and unique new exhibitions. Since re-opening, we have presented acclaimed exhibitions on the Petersfield-based artist Flora Twort (whose main collection belongs to the Museum and Art Gallery), the press photographer Don Eades (who donated his archive in 2016), as well as exhibitions as diverse as *Paula Rego: Literary Inspirations*, *Alison Crowther and Kate Boucher: Traces in the Landscape*, *Gordon Rushmer; A World in Watercolour*, *Catherine Knight: Long Shadows*, *Anita Klein: Modern Icons*, *Nicholas Lees: Abstract Vessels* and most recently, *Sarah Butterfield: Dusk and Dawn on the Solent*.

Focusing on the Museum's Learning Space in the Courthouse and the central external courtyard, we also present an exciting and diverse programme of events for visitors: from theatre (both indoors and outdoors) to live music concerts and film screenings, as

well as museum-wide Toddler-Takeover days and large-scale events, such as our annual Carols in the Courtyard concert. Victorian Heritage Weekend, Family Fun Days as well as regular creative workshops and the biennial Edward Thomas Literary Festival.

We have also hugely increased our educational offering and lifelong engagement programmes to ensure that Petersfield Museum and Art Gallery becomes an invaluable community based cultural hub, accessible and open to everyone.

Petersfield Museum and Art Gallery - Current Exhibitions & Displays:

Sarah Butterfield: Dusk and Dawn on the Solent – 24 November 2023 – 24 February 2024

Exploring Pattern: An Artist's Response – 23 January – 1 June 2024

Life Through a Lens from the Photography Collection – 23 January – 1 June 2024

Petersfield Museum and Art Gallery - Forthcoming Exhibitions:

Katherine Swales and Caron Penney: The Language of Weaving

Peggy Guggenheim: Petersfield to Palazzo

For more details on our forthcoming programme of events and to see the latest edition of our What's On Guide, visit our website: www.petersfieldmuseum.co.uk.