

Petersfield Museum Events Volunteer Role Description

Petersfield Museum is excited to be reopening its doors after its multi-million-pound redevelopment project and is looking for enthusiastic and dedicated volunteers to help support us in reaching our vision of telling the story of Petersfield and the surrounding villages, through an excitingly diverse mix of archaeology, art, historic dress, literature, photography, poetry and social history.

Our Events Volunteers will support the preparation and delivery of museum events, which could include anything from small scale cinema screenings and history talks, to large scale festivals and outdoor theatre.

The volunteer role:

As a Petersfield Museum Events Volunteer you will play a central role in helping people engage with and enjoy the museum, the stories it tells and its place in the wider story of the local area. The activities you might be involved in could include:

- Helping the museum's Engagement team to run events, which could include checking tickets at the door, serving refreshments or stewarding at larger events.
- Setting up and tidying up before and after events.
- Taking photos of events in action and obtaining permission forms.
- Proactively promoting upcoming events and signposting other ways visitors can get more actively involved.
- Recording visitor numbers and supporting gathering visitor feedback.
- Engaging visitors in the stories the museum presents to enhance their experience of visiting.
- Taking part in relevant training and championing an inclusive approach in all work.

The support you'll give us as a volunteer is of huge benefit to the museum, and in turn we aim to make sure that you enjoy a valuable and memorable experience.

What we can offer you:

- The opportunity to work within a friendly and supportive team.
- A chance to meet new people and make professional contacts.

- On-the-job training in visitor welcome and public engagement.
- Free entrance to the museum for you and a family member or friend.
- Invitations to special events.
- Shop discount (conditions apply).
- Event discounts (conditions apply).
- Free tea, coffee and biscuits!
- Expenses for car parking (if required).
- New experiences and an opportunity to give something back.

What we're looking for:

- Polite and friendly individuals over the age of 16.
- A welcoming approach to working alongside the public.
- An enthusiasm to develop knowledge of Petersfield Museum and its collections and share this in a positive and lively way.
- Individuals who enjoy working as part of a small, dedicated team.
- A positive attitude and willingness to offer help throughout your volunteering shifts.
- An interest in heritage, costume, art, archaeology or local history.
- Confidence and enthusiasm for speaking with members of the public.
- The ability to work as part of a team and be flexible.

Important information about volunteering at Petersfield Museum:

An Events Volunteer may commit to helping as much as they are able to by responding to as many or as few opportunities as they like from those which are advertised by the Engagement team.

- Shift times will vary depending on the event you are involved with, but the shift length will generally be around 3 hours (including any set-up or tidying up following the event).
- You will be expected to attend an induction training session.
- Training will also be embedded in the role, and you will work alongside the museum team to ensure you feel confident in carrying out the tasks you are involved in.

If you would like to apply for the role of Events Volunteer at Petersfield Museum, please email educationassistant@petersfieldmuseum.co.uk to register your interest, with the reference 'Petersfield Museum Events Volunteer' in the subject line and a member of our team will get in touch.