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| **Role Title:** | Voluntary Exhibitions Assistant  Volunteering  Project Role Description | |
| **Location:** | Maidstone Museums, St Faiths Street, Maidstone, Kent, ME14 1LH. | |
| **When:** | As soon as possible | |
| **Department:** | Exhibitions Team | |
| **Commitment:** | At least two days during exhibition install and two days during take down.  One half day per week. | |
| **Duration:** | N/A | |
| **Role Summary:** | To assist the museum’s Exhibitions Development Officer in the production and mounting of our temporary exhibition programme. We produce roughly 4 exhibitions a year. Volunteer will also assist with the general maintenance and development of permanent exhibitions. | |
| **Position Statement:** | This voluntary position offers an exciting opportunity to have a hands-on-role with the development and display of the museums temporary and permanent exhibitions and displays.  This position covers all areas involved with museum displays and is suitable for an active person who is willing to be flexible in the tasks they undertake from manual tasks such as wall repairs, painting, moving of cases and temporary walls, cutting labels to computer work typing, formatting and research. | |
| **Main activities/tasks:** | * Assist in the installation of temporary exhibitions – hanging works on the walls, installing objects in cases. * Assist in the dismantling of the temporary exhibitions – removing artworks from the walls, repairing the walls and repainting where needed. Also the moving of temporary walls and cases. * Typing, formatting, mounting and cutting of labels. * Collating feedback from exhibitions and entering it in a digital database. * Exhibition research. * Assisting with general maintenance of permanent displays. * General assistance of the Exhibitions Development Officer. | |
| **Skills and Experience:** | **Essential:**  **Education:**  Literacy and mathematical ability.  Good grasp of the English language  **Skills and Knowledge:**  Basic IT and word processing skills, Eg,. Microsoft Word,  **Personal Qualities:**  Interest in museums, art, history, collections and heritage.  Enthusiastic and dedicated.  Reliable.  Ability to work as part of a team.  Ability to undertake work individually.  Good communication skills and friendly manner with public and colleagues | **Desirable:**  **Experience:**  Hands-on experience of historic objects or in the museum / heritage/art gallery sector.  Experience of dealing with large amounts of written and digital data and working to policies and procedures.  **Skills and Knowledge:**  Eye for detail and straight lines!  Able to use a digital camera. |
| **Deadline:** | No deadline. We will advertise until the role is filled | |
| **For more information, contact:** | **For further information please contact Alexandra Gurr, Exhibitions Development Officer, Maidstone Museums, St Faith’s Street, Maidstone, Kent, ME14 1LH,** [**alexandragurr@maidstone.gov.uk**](mailto:annabellepearsall@maidstone.gov.uk) **01622 602847.** | |