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| **Role Title:** | Informal Learning & Events Volunteer  Volunteering  Project Role Description |
| **Location:** | Maidstone Museums, St Faith’s Street, Maidstone, Kent ME14 1LH. |
| **When:** | Immediately |
| **Department:** | Learning & Events Team |
| **Commitment:** | A minimum of one day or evening a month (more frequently during school holidays if desired). |
| **Duration:** | Ongoing |
| **Role Summary:** | To assist our Learning and Events Team to run activities for family groups, children and adults. Events take place on weekdays, at weekends, daytime and evenings. |
| **Position Statement:** | **Support:** Volunteers will be supported at all times by the Learning & Events Team, who will brief them on their duties and be on hand to offer help and guidance. Training in the museum’s policies (Health & Safety and Equal Opportunities) and procedures will be provided.  As with all our staff and volunteers, we will need to have two references and we will undertake a DBS (Disclosure and Barring Service) check as this role may involve working with children.  Dress is casual - a museum volunteer t-shirt is provided if working with the public. If volunteering on children’s activities you may be handling paint or glue.  **Please note** - the museum has many staircases and access is limited in a few areas. This role will involve standing for extended periods. Please discuss with us in advance if this may affect you. |

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| **Main activities/tasks:** | You will help to prepare materials in advance of activities, welcome visitors to activities and explain when needed, hand out/replenish materials throughout an activity, keep activity areas tidy during the event and clear away at the end.  Family activities include -   * craft-based ‘Make-It!’ sessions during school holidays * Discovery Workshops for children at weekends * gallery handling tables & trails * Family fun days…and ghost tours!   Adult-focussed events include -   * monthly ‘Lates’ when we’re open until 9pm * weekend workshops and talks * weekday crafts courses * gallery and ‘behind the scenes’ tours * for older visitors, monthly Film Club and ‘Café Culture’ meetings. * special occasion events such as Mother’s Day or Valentine’s Evening | |
| **Skills and Experience:** | You should be -   * a good communicator * enthusiastic and friendly * reliable * able to work as part of a team * interested in museums/heritage   No experience is necessary, but the following would be an advantage:   * working with the public * knowledge of museum-related subjects, such as history, archaeology, art, natural history, world cultures * to welcome the opportunity to input into our character-led costumed tours |  |
| **Deadline:** | No deadline | |
| **For more information, contact:** | **For further information please contact Lyn Palmer, Public Programming Manager, Maidstone Museums, St Faith’s Street, Maidstone, Kent ME14 1LH**  [**evelynpalmer@maidstone.gov.uk**](mailto:evelynpalmer@maidstone.gov.uk) **01622 602862** | |