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| **Role Title:** | Exhibition steward  Volunteering  Project Role Description |
| **Location:** | Maidstone Museums, St Faith’s Street, Maidstone, Kent ME14 1LH. |
| **When:** | From 4 May – 1 September |
| **Department:** | Exhibitions |
| **Commitment:** | A minimum of one morning (10-1.15) or one afternoon (1.15-4.30) a week (more frequently if desired). |
| **Duration:** | 4 May until 1 September. |
| **Role Summary:** | To assist our exhibitions team in providing the welcome to visitors and extra ticketing in the ‘Endangered and Extinct’ exhibition. |
| **Position Statement:** | **Support:** Volunteers will be supported at all times by the Exhibitions or Learning & Events Teams, 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 a reference.  A museum volunteer t-shirt is provided as you will be interacting with the public.  **Please note** - The galleries that you will be in are fully accessible, but the museum as a whole has many staircases and access is limited in a few areas. This role does not require you to stand, however it does require the ability to move freely around the exhibition. Please discuss with us in advance if this may affect you. |

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| **Main activities/tasks:** | You will be based in the temporary exhibition galleries (two interconnecting rooms). You will welcome visitors who enter the exhibition and check to see if they are wearing an entry label. Most will have paid downstairs at the front desk, but if not you can take card payment from them if they want to stay.  You will ensure that the exhibition stays tidy, especially in the activity areas for children, and check for replenishment of activity materials.  You will have a radio with you at all times to speak to any member of the museum teams if you have a question, or need to leave the rooms for refreshments, breaks etc... | |
| **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 the natural world and the issues addressed in the exhibition. |  |
| **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** | |