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| **Role Title:** | C:\Users\evelynp\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\BA878092.tmpEvents Volunteer - Christmas Elf  Volunteering  Project Role Description |
| **Location:** | Maidstone Museums, St Faith’s Street, Maidstone, Kent ME14 1LH. |
| **When:** | December |
| **Department:** | Learning & Events Team |
| **Commitment:** | A minimum of three mornings and/or three afternoons on any of 7th, 14th, 19th, 20th or 21st December (mornings 10.00-13.30, afternoons 13.00-16.30) |
| **Duration:** | Although this is a seasonal role, our Events Volunteers are needed year-round. If you enjoy working with us we would appreciate your help with other events in 2020. |
| **Role Summary:** | To assist our Learning and Events Team to run ‘Father Christmas’s Fireplace’, the cosiest Christmas family event in town. |
| **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. We may undertake a DBS (Disclosure and Barring Service) check as this role will involve being with children, although their parents/carers will be present at all times.  Elf costume is provided. Elves must relish wearing jingly shoes, pointy ears and rosy cheeks. We will be holding an afternoon of elf classes to make sure all our elves are trained and prepared a week before the event.  **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 hold the list of names for the booked slots for Father Christmas (6 minutes per slot) outside the Library as family members queue to go in. You will talk to them, ask them questions about their present wishes, find out how excited they are and reassure them if they are nervous about meeting Father Christmas.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you wanted to stay on as an Events Volunteer beyond Christmas, you would be -  helping to prepare materials in advance of activities, welcoming visitors to activities and explain when needed, handing out/replenishing materials throughout an activity, keeping activity areas tidy during the event and clearing 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, especially with younger children * very enthusiastic and friendly * reliable * able to work as part of a team   No elf experience is necessary, but the following would be an advantage:   * working with the public, especially younger children * an interest in museums and the stories they tell through their collections |  |
| **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** | |