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| **Role Title:** | Museum Pop Up Volunteer  Volunteering  Project Role Description |
| **Location:** | Former Thomas Cook store, Fremlin Walk, Maidstone |
| **When:** | Fridays, Saturdays, Sundays and/or Thur evenings (from 21st November) -November 9th until December 23rd 2019 |
| **Department:** | Museum |
| **Commitment:** | A minimum of one day a week |
| **Duration:** | 6 weeks with possible extensions if required |
| **Role Summary:** | To assist our team in getting people involved with their heritage at our Pop Up shop in Fremlin Walk. You’ll be helping people take part in fun activities and share their stories of life in Maidstone. |
| **Position Statement:** | **Support:** Volunteers will be supported at all times by the Visitor Experience 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, you will need to have two references.  Dress is casual - a museum volunteer t-shirt is provided if working with the public.  **Please note** -This role may 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 * discuss the museum’s Transformation Plan with members of the public (training will be given) * perform other related tasks as appropriate | |
| **Skills and Experience:** | You should be -   * enthusiastic and friendly * a good communicator * 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 * experience of living, working or visiting Maidstone |  |
| **Deadline:** | Applications open until approx. 10 places filled | |
| **For more information, contact:** | **For further information please contact Victoria Barlow, Director, Maidstone Museums, St Faith’s Street, Maidstone, Kent ME14 1LH**  [**victoriabarlow@maidstone.gov.uk**](mailto:victoriabarlow@maidstone.gov.uk) **01622 602846** | |