

## Volunteer Gallery Steward.

### Purpose

To welcome visitors to The Novium Museum and respond to any of their needs.

### Main Activities

- Greeting visitors to The Novium Museum and providing information about the current exhibitions.
- Help maintain and organise the interpretative resources in the museum and replenish as needed.
- Keeping the museum galleries tidy and organised.
- Answering questions from visitors and being available to help if needed.
- Patrolling the galleries to ensure that visitor's respect the museum guidelines (no food/drink in the galleries or handling of the exhibits).

### Additional Activities

- Assisting staff with tasks associated with the galleries as and when require

### Qualities and Interests:

We are looking for a volunteer who

- Enjoys talking members of the public
- Are able to respond to differing visitor requirements
- Are willing and able to work on your own initiative
- Are consistently polite and approachable
- Have an interest in local history

### What we offer

- Initial and ongoing training to support you in the role.
- 10% discount in the museum shop
- Free entry to most museum events
- Free membership to the museum friends
- Museum T-Shirt

**Where** At the Novium museum

**When** During opening hours 10am - 5pm

**Time** Minimum of 2/3 hours per week

### Supervisor

Learning and Community Engagement Officer- [Noviumlearning@chichester.gov.uk](mailto:Noviumlearning@chichester.gov.uk)