**Exhibition Steward
Volunteer Profile**

For information on how to apply, please see the “How to Apply” section below.

 **Volunteer with Peterborough Museum’s team**

Are you confident interacting with the public? Would you consider yourself a Whovian?

We are looking for enthusiastic and confident volunteers to help us welcome visitors to Peterborough Museum & Art Gallery, specifically manning our upcoming and exciting new “Adventures in Time and Space” exhibition.

Adventures in Time and Space will open to the public on Saturday 3rd May and run for six months until its last day on Sunday 2nd November and we need your help!

As part of the team, you will be involved in the reception of visitors into the exhibition, this will include checking tickets, keeping an eye on all objects and displays and clearing the gallery when required.

**Peterborough has a Museum?**

Peterborough Museum & Art Gallery is one of the city’s most historic buildings, tucked just behind the city centre on Priestgate Street.

Situated within a Georgian Mansion, this building has served as the cities Museum for over 70 years; featuring seven permanent galleries whish display national and internationally important collections, alongside four evolving gallery spaces that offer a dynamic programme of events and exhibitions throughout the year.

**Volunteering Hours:** A minimum requirement of a two hour slot a week anytime during Tuesday to Sunday.

**Reporting to:** Kerry Green, Museum & Art Gallery Site Manager.

**Location:** Peterborough Museum & Art Gallery, Priestgate, Peterborough, PE1 1LF.

**Roles and Responsibilities:**

Under the direction of the Museum & Art Gallery Site Manager, you will assist with a variety of tasks such as…

* Man a reception desk and meet & greet visitors.
* Check visitor tickets.
* Inspect galleries on a regular basis and report any issues to the front of house team.
* Help keep the Museum a warm and welcoming local attraction.
* Adhere to any procedures and policies in place to ensure a safe environment for all.

**Training & Induction:**

As an Exhibition Steward volunteer you will undergo a full induction of the building providing you with information on our fire evacuation policy and first aid policy. You will also be given any training relevant to the role.

**What to wear**

Smart casual clothing required, no large logos on clothing. We will provide you with a Museum Volunteer Lanyard.

**Giving back to you**

As one of the Museums volunteers, you will join a thriving network of likeminded individuals who are passionate about their local heritage and culture. By becoming a volunteer and valued member of the Museum team we will give back by providing…

* Free hot drinks available in the staff room.
* Discounted entry to Museum talks and lectures.
* Opportunities to build and develop your skills, knowledge and experience.
* A welcoming environment to meet new people and make friends within the local community.

**How to Apply**

If you are interested in becoming an Exhibition Steward volunteer, please email museum@peterboroughlimited.co.uk

Please add “**Exhibition Steward Volunteer**” to your emails subject line.

In your email please give a brief profile of yourself and why you are interested in this volunteering opportunity. Please also indicate your availability for either a full or half day of volunteering. A valid address and postcode will be required to begin the onboarding process with our managing company Peterborough Limited.