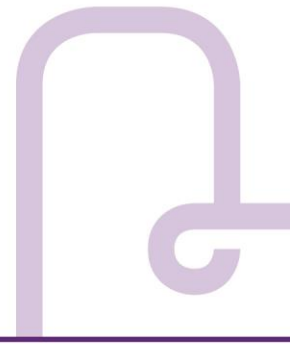


WESTBURY MANOR MUSEUM



Event Volunteer Westbury Manor Museum

Purpose of the role

You will play an important part in delivering a wide variety of events and supporting the exhibitions at Westbury Manor. As an Event Volunteer you will work with the Visitor Services Assistants and Manager to market and run an interesting and exciting event programme and support the programme of local temporary exhibitions. Our aim is to supplement the normal visitor offer at Westbury with an engaging range of events, exhibitions and activities designed for children, families and adults.

Background Information

Westbury Manor Museum is a beautiful Georgian/Victorian building in the heart of Fareham with a shop, café, resources room and exhibition space set in a stunning walled garden. The Museum is being completely refurbished between Jan 17 and Jun 17; all the exhibition spaces are being replaced with up-to-date displays and interactives and the café, shop and resources room are all having a re-design.

Typical tasks and duties

- Marketing – creating leaflets/posters for events/exhibitions, distributing these locally, helping promote events/exhibitions on social media
- Event set up and take down including site cleaning and presentation
- Assisting at event on site e.g. running children's activities, stewarding performance/re-enactment events
- Providing support for exhibition set up and take down (includes some light DIY)
- Providing a friendly welcome to Westbury Manor for all visitors
- Serving customers
- Occasional till operation and money handling
- Engaging with customers, answering questions and directing them accordingly

Essential Attributes

- Willingness to engage with a variety of people in an approachable manner
- Enjoy working with a small friendly team
- Dedicated and reliable
- Able to follow guidelines and instructions and adhere to safe working practices
- Desire to learn new skills, meet new people and share your own experience

Desirable attributes

- Basic local knowledge of Fareham history
- Computer literate

Training and Support

Comprehensive training in customer service and event specific will be given. Daily supervision by the Visitor Services Assistant and tasks established by the Manager. In-depth induction to all venue H&S and operational procedures plus on-going support and refresher sessions.

What we can offer you

You'll be part of a friendly and dedicated team with the opportunity to meet new people, learn new skills and pass on your own experience. Most importantly, you'll be playing a part in keeping this very special site open. Volunteers receive a Culture Card which entitles them to free entry to paid HCT venues and a 10% discount in all HCT cafes and shops.

More information & contact

We are open Mon – Fri 10am – 5pm and Sat 10am – 4pm. Events can also run during evenings and on Sundays. We are very flexible in terms of the areas of this role within the Events team you do – please state on your application form if you have a particular preference for the marketing, event setup/takedown, or the event activity/stewarding aspects of this role (or if you would like to do all of them!). Depending on your role within the team we would expect cover for an AM or PM shift regularly during events and event preparation, or a commitment to volunteer at least once a fortnight, most volunteers on average give their time once a week, if you were doing a more admin based role. You are welcome to apply to more than one volunteer position.

For more information or if you are interested in applying contact: cerian.trevan@hampshireculturaltrust.org.uk

Location: 84 West St, Fareham, Hampshire PO16 0JJ

Opening times: Mon-Fri (not Wed) 10am-5pm, Sat 10am-4pm

 01329 822063



www.hampshireculturaltrust.org.uk/westbury-manor-museum

FREE ADMISSION