

Volunteer Role Summaries

Below, are eleven types of voluntary opportunities at Sheringham Museum. We hope you will find a role that suits you, whatever your interests. If there's something you'd like to do that's not on this document, please get in touch, as we'd love to hear your ideas!

Retail / Front of House Assistant

The Retail and Front of House team provide a warm welcome to visitors, providing assistance to visitors as required e.g. directing visitors round the museum, answering questions etc. The team are based in the Museum's shop, and the role includes staffing the front desk, answering telephone enquiries and taking accurate payments. Retail / Front of House staff can also be involved in cashing up the till at the end of the day and banking the museum's takings.

This role would suit people who are:

- Approachable and helpful
- Confident to deal with the general public
- Able to work well independently and as part of a team

Gallery Assistant

The Gallery Assistant team work in the main museum building answering visitors' questions about the museum, supervising the galleries and ensuring the galleries are kept clean and tidy.

This role would suit people who are:

- Excellent communicators
- Approachable and helpful
- Confident to deal with the general public
- Knowledgeable, or willing to learn, about the museum

Visitor Research Assistant

The Visitor Research team devise and carry out surveys to find out what visitors think of the museum and demographic information about our visitors. The role also includes observing what visitors do in the museum, e.g. which areas they stay the longest in, to see how most visitors spend their time in the Museum. All the information that is collected is used to improve visitors' experience of the Museum.

This role would suit people who are:

- Excellent communicators
- Confident to deal with the general public
- Able to create surveys
- Able to work to deadlines

Events Assistant

The Events team plan and deliver events for the general public and specialist groups. Events could be anything from big, hands-on events to small evening lectures. Events Assistants promote events, liaise with the public and freelancers, take bookings for events, plan activities, purchase resources (the museum provides money for this), make sure events are

safe, deliver activities and make sure events are evaluated. The majority of this role can be done from home, as long as the Events Assistant has access to a computer/laptop and the internet.

Events Assistants may be asked to complete an enhanced CRB check.

This role would suit people who are:

- Excellent communicators
- Organised
- Confident to deal with the general public
- Able to pay attention to detail
- Approachable and helpful
- Able to work to deadlines

Education Assistant

The Education team plan and deliver education sessions – for example, talks and hands-on workshops - to school groups and other groups of young people (e.g. Brownies, youth groups). Education Assistants promote the museum's education programme, liaise with teachers and group leaders, take bookings for education sessions, plan sessions, purchase resources (the museum provides money for this), make sure sessions are safe, deliver sessions and make sure sessions are evaluated. The majority of this role can be done from home, as long as the Education Assistant has access to a computer/laptop and the internet.

Education Assistants may be asked to complete an enhanced CRB check.

This role would suit people who are:

- Able to engage and work with children and young people
- Confident to deliver education sessions to children and young people
- Knowledgeable, or willing to learn, about the National Curriculum and learning styles
- Organised
- Approachable and helpful
- Able to work to deadlines

Marketing Assistant

The Marketing team promote the museum and our work via press releases, placing advertisements in publications, arranging photo calls and using social media. Marketing Assistants promote the museum via a range of media, liaise with the press, write copy for press releases and publications, and occasionally attend promotional events. The majority of this role can be done from home, as long as the Marketing Assistant has access to a computer/laptop and the internet.

This role would suit people who are:

- Excellent communicators
- Confident to liaise with the press and the general public
- Knowledgeable, or willing to learn, about marketing and PR
- Organised
- Able to work to deadlines

Collections Care Assistant

The Collections Care team records the museum's collection (including photographs, written documents and objects) and conserves the collection. Collections Care Assistants enter data about the collection onto specialist database Modes (full training will be given), help identify objects, photograph the objects, scan photographs, store objects correctly, and help clean the objects. Most of the cleaning work takes place on Mondays during the visitor seas, and any day during the closed season (November – January).

Volunteers with specialist knowledge of boats and boat conservation can also join our 'Boat Team', who care for our collection of boats. This work takes place on Wednesdays throughout the year.

This role would suit people who are:

- Able to pay attention to detail
- Able to enter data accurately onto a database
- Manually dextrous
- Able to do small amounts of research work
- Knowledgeable, or willing to learn, about conservation work and the museum's collection

Research Assistant

The Research team manage a small research service which is based in the museum. Research Assistants organise and maintain a small library, research the answers to questions which have been asked by visitors and research aspects of Sheringham's history. Some of this role can be done from home, as long as the Research Assistant has access to a computer/laptop and the internet.

This role would suit people who are:

- Able to pay attention to detail
- Able to do in-depth research using primary and secondary sources
- Able to work to deadlines
- Knowledgeable, or willing to learn, about Sheringham's history and the museum's collection

Photography Assistant

The Photography team take photographs of the museum and events at the museum which are placed in the museum's image bank and used to promote the museum via leaflets and the internet. Photography Assistants work on a casual basis taking photographs when required. Photography Assistants may keep a copy of their work for their portfolio. Photographers must have their own camera.

This role would suit people who are:

- Creative and talented photographers
- Able to work to a brief
- Confident to talk to the general public

Graphic Design Assistant

The Graphic Design team design marketing material, reports and resources for the museum, and occasionally liaise with printers. Graphic Design Assistants may keep a copy of their work for their portfolio. Graphic Designers must have their own graphic design software and the ability to work from home.

This role would suit people who are:

- Creative and talented graphic designers
- Able to work to a brief
- Able to work to deadlines
- Confident to liaise with printers

Special Projects

Volunteers doing special projects at the museum carry out their own, unique projects which are based on the skills and interests of the volunteer, and the needs of the museum. For example, placements could involve creating a resource for schools, designing an exhibition, organising an event, devising a marketing campaign, or undertaking a research project.

These roles are a brilliant way for volunteers to immerse themselves in museum life and gain skills and experience that will help increase employability. Volunteers undertaking special projects can sometimes work from home using their own computer/laptop and internet, so you may be able to carry out a project even if you cannot get to Sheringham very often.

This role would suit people who are:

- Excellent communicators
- Organised
- Able to pay attention to detail
- Confident to deal with the general public
- Willing to learn new skills in specific areas e.g. marketing, events, education, evaluation, research etc
- Able to work to deadlines