

<b>The Heath Robinson Museum and West House</b>	The Heath Robinson Museum at West House, Pinner is an international centre for the appreciation of the work of William Heath Robinson. It welcomes people of all ages, abilities and backgrounds to enjoy and learn from the artist and themes related to him. West House and its surrounding park form a war memorial and complement the Museum as a community arts and social centre.
<b>Volunteer Role Description</b>	
Role Title	Exhibition Management Volunteer
Purpose	To assist the Collection and Exhibitions Manager with preparing, hanging and dismantling exhibitions
Expectations and Responsibilities	The volunteer may assist with: <ul style="list-style-type: none"> <li>○ organising loans from other museums or private collections</li> <li>○ planning the hang, including display cases</li> <li>○ preparing labels and information panels</li> <li>○ receiving loans</li> <li>○ collecting objects from the store and preparing them for exhibition</li> <li>○ hanging the exhibitions</li> <li>○ dismantling exhibitions</li> <li>○ organising the return of objects to the store and to lenders</li> </ul>
Time Requirements	Average two days a month, peaking at exhibition changeover times four times a year
Skills, Qualifications and Experience	Skills required are: <ul style="list-style-type: none"> <li>○ basic computer skills</li> <li>○ good communication</li> <li>○ basic handyman skills</li> <li>○ understanding of object handling and conservation requirements</li> <li>○ familiarity with the collection</li> </ul>
Orientation and Training	Sessions will be run to familiarise volunteers with the collection. They will be mentored in loans procedures, object handling and the procedures for hanging exhibitions.
Benefits	Opportunity to take an active role in assembling and mounting exhibitions at the museum.
Location	The Heath Robinson Museum, Pinner Memorial Park, Pinner, Middlesex
Contact	Geoffrey Beare <a href="mailto:gcbear@btinternet.com">gcbear@btinternet.com</a> Please give a brief indication of your background and why you are interested in this role.