



Volunteer Role: Gallery Steward

Purpose

Our Volunteer Gallery Stewards make a world of difference to a visitor's experience. By giving a warm welcome, talking with visitors, introducing the guides and activities available, and providing information about the museum exhibits, stewards help visitors to learn about and enjoy the story of William Heath Robinson and get the most from their visit.

What's involved?

As a Gallery Steward you will be responsible for providing a warm welcome to visitors, letting them know about the resources available to them whilst in the gallery and imparting knowledge about the collection. You will be on hand to provide directions and answer questions, filling out evaluation forms with visitors, and promoting upcoming events and exhibitions. You will play an important part in safeguarding our collections and making sure the galleries are a safe environment for visitors. If you like, you can train on the electronic till system as well, to provide cover in case of emergency.

What skills or experience will you need?

We are looking for friendly people who have good communications skills and are willing to work as part of a team. You should have a passion for sharing information with visitors and be willing to learn about Heath Robinson and the Museum, and keep up to date with changing exhibitions. Customer Care experience would be beneficial, but don't worry if you don't have any, as all necessary training will be provided and support will be on hand.

What's in it for you?

Volunteering with us is a great way of meeting people and learning something new whilst helping support a local charity. Volunteers need no prior knowledge of Heath Robinson and his work; we will provide you with all the training you need. Like all volunteers, you will get a 10% discount on anything you buy at our shop.

How much time do you need to give?

We ask you to commit to one half day a week, on the same day each week, and to a minimum of three months.

Location

The Heath Robinson Museum, West House, Pinner Memorial Park, West End Lane, Pinner, HA5 1AE

Contact

For an application form please contact Lucy Smith, Museum Manager
E: manager@heathrobinsonmuseum.org T: 020 8866 8420

