



## **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, and providing information about the museum exhibits, stewards help visitors to learn about 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 and imparting knowledge about the collection. You will be on hand to provide directions, answer questions, and promote 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.

### **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 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 our volunteers, you will get a 10% discount in our shop, 10% off select event tickets when purchased at the till & free entry to museum exhibitions. We can reimburse public transport travel expenses up to £5 per day and provide free onsite parking for volunteers.

### **How much time do you need to give?**

The Museum's opening hours are Thursday – Saturday 11am to 4pm, with volunteer sessions split into morning & afternoon sessions on those days. Morning sessions run 10:45-13:40 and afternoon sessions 13:20-16:15. We ask you to commit to either one session a week, or one every other week. We are also looking to reopen on Sundays and would particularly welcome applicants for either morning or afternoon sessions on Sundays.

### **Location**

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

### **Contact**

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