



## **Museum Assistant Role Description**

**Reporting to:** Museum Coordinator

**Job Purpose:** to assist Museum Guides and staff members with visits and school workshops.

### **Responsibilities:**

- answer visitors' questions where appropriate
- serve in our small merchandise shop
- encourage visitors to complete feedback forms
- log museum visitor numbers
- help set up and clear away for school visits
- facilitate groups of children during school visits
- help with school holiday activities for families (e.g. crafts)
- contribute towards keeping the museum clean and tidy for our visitors
- occasionally usher at evening events (if available)

### **This role will suit someone who:**

- has a positive, helpful approach
- is reliable and punctual
- is willing to work as part of a team
- is willing to learn
- is happy to take part in training

Müllers operates a safeguarding policy including safer recruitment. You may be required to have a DBS check and will be required to attend training.

### **What's in it for you?**

- become part of a friendly team
- engage with this amazing story
- learn more about local history
- induction and training provided
- take part in volunteer and special events
- develop new skills and gain valuable work-related experience
- opportunity to meet new people

### **Application process:**

We would love to hear from anyone aged 16 or over. To register your interest, please complete the Volunteer Application Form on our website and email or send it to our Museum Coordinator: [liz.ogborne@mullers.org](mailto:liz.ogborne@mullers.org) If your application is successful there will be a very informal interview/chat.

If you have any questions or would like to discuss the different aspects of this role, do get in touch with Liz via email above or call 0117 9245001.