



## Quilt Museum and Gallery Volunteer Role Descriptions

### Gallery Steward

#### Role Description

As a Gallery Steward you are an essential part of every exhibition at the Quilt Museum and Gallery. Gallery Stewards enhance the museum visitor's experience by providing a warm welcome in the galleries and answering questions about the quilts. By providing a visible presence, Gallery Stewards also ensure the security and safety of the quilts on display. To make the role more interesting and hands-on, Gallery Stewards are encouraged to bring in small craft projects to work on while they are stewarding in the gallery, in line with the Demonstration Policy. This facilitates interaction with the public and enhances the visitor's understanding of textile crafts.

#### Training

Training is provided in health and safety aspects of stewarding, the history of the St Anthony's Hall, frequently asked questions, and the information about the quilts in each exhibition.

#### Commitment

Room Stewards spend either a morning (10:00-1:00), afternoon (1:00-4:00), or full day in the gallery on a weekly basis when the museum is open.

### Library Assistant

#### Role Description

Volunteers who love reading, cataloguing, researching and helping others with their own enquiries might enjoy volunteering in the Guild's library. The library has a fantastic collection of books, magazines, slides, videos, and DVDs. Library Assistants help by staffing the library when the museum is open. Library Assistants perform 'shelf reading' – tidying the shelves and making sure books are in the correct locations, assisting Guild Members with borrowing materials, and helping visitors and researchers to use the reference collection.

#### Training

Library Assistants will be given training in the library organisation system, how to use the library catalogue, and loan procedures.

#### Commitment

Library Assistants spend either a morning (10:00-1:00), afternoon (1:00-4:00), or full day in the library on a weekly basis when the museum is open.

## **Administrative and Marketing Assistants**

Administrative and Marketing volunteers assist with capturing contact details from Gift Aid forms, maintaining contact databases, inputting information from visitor questionnaires, preparing marketing mailings and other administrative tasks.

### **Training**

Volunteers will be given training in using Microsoft Excel and Word.

### **Commitment**

Administrative and Marketing Volunteers time commitment varies according to project, but is usually a few hours every month.

## **Curatorial Assistants**

### **Role Description**

This is a unique opportunity to 'go behind the scenes' and learn more about the heritage collection by assisting with hands-on projects and research. Curatorial Assistants, under supervision of the Curator, will help with conservation of the collection, maintaining appropriate storage conditions (temperature/humidity), updating and maintaining the collection catalogue database, and exhibit preparation. Several times a year, volunteers will also help with taking down and installing new exhibitions. This is a role for volunteers who are interested in learning more about maintaining a museum collection and working up close with the quilts.

### **Training**

Training will be given in object handling and appropriate textile conservation techniques.

### **Commitment**

Curatorial Assistants volunteer on days when the Curator is at the museum, as needed for special projects, and during exhibition changeovers.

## **Education Assistants**

### **Role Description**

Education Assistants support with preparation for and delivery of family workshops during holidays and weekends, designing activity sheets for schools or our Art Cart, research on behalf of the Education Officer and making mock-ups for workshops. It's also an opportunity to contribute to larger Learning Events inside and outside the Museum. This is a job for people who really enjoy working with families and want to promote learning outside the classroom!

### **Training**

We will take into account your past experience and work out a structured training programme to suit you; these include sessions on 'Gauging and Engaging an Audience', 'Inspiring Learning in Museums', and practical object handling sessions.

### **Commitment**

Education Assistants spend either a morning (10:00-1:00), afternoon (1:00-4:00), or full day in the gallery on a weekly basis when the museum is open. Or you can volunteer for special events and outreach sessions.

<b>Demonstrators</b>
<b>Role Description</b>
Demonstrators are crafters of all skill levels who wish to demonstrate a technique used in a quilt on display in the gallery or to share current or past projects with the public. Demonstrators bring the displays alive and provide visitors an engaging learning experience as part of their visit.
<b>Training</b>
Please let the Volunteer Organiser know what equipment requirements you have at least a week in advance. For equipment details please see the Demonstration Policy.
<b>Commitment</b>
You can sign up to demonstrate for a morning, afternoon or full day.

<b>Shop Assistant</b>
<b>Role Description</b>
Helping out in the shop is a vital role; you are the friendly face a museum visitor first sees upon entering the Museum. Shop Assistants perform front-of-house responsibilities including greeting visitors as they arrive, answering questions about the museum and directing visitors to the galleries and special events in the Education Room. Shop Assistants also help visitors with special needs use the lift and access the museum. Shop Assistants sell tickets and shop items using the till and help to promote Gift Aid by explaining the Gift Aid programme to visitors.
<b>Training</b>
Training is provided in health and safety aspects of front-of-house responsibilities, using the lift, using the till, and Gift Aid criteria.
<b>Commitment</b>
Shop Assistants spend either a morning (10:00-1:00) or afternoon (1:00-4:00).