

Gallery Volunteer Role Profile

Department:	Visitor Experience Team
You will report to:	Visitor Experience Manager/Duty Manager
You will work regularly with:	Duty Managers and Visitor Experience Assistants Sales Assistants, Audience Engagement Producer
Hours per week:	Ideal commitment: 1 day per week, 10.15am to 5pm.
Date	June 2021

What's involved?

The Visitor Experience team are there to welcome and engage with our visitors, creating a fantastic experience for all. The team is responsible for maintaining a safe environment for both the art works and visitors. As a Gallery Volunteer, you will work alongside staff to ensure that every visitor is made to feel welcome and has the best day out possible. The role will involve:

- Providing a friendly meet and greet presence at the entrance to the building and gallery
- Using a radio to communicate clearly with other staff and volunteers across the site
- Checking ticket types and entry times to the gallery
- Offer assistance to visitors
- Willingly talking to visitors to create a welcoming and engaging environment that offers an experience they will want to repeat
- Helping to invigilate the exhibitions and collection galleries (being a noticeable presence in the rooms)
- Helping to orientate visitors around the gallery, ensuring they are following any one-way routes that maybe in place
- Promoting what's on offer at Compton Verney, helping to create sales opportunities for other teams (retail, catering, events)

What skills or attributes do I need?

- Enthusiastic about the arts or creativity
- Enjoy engaging with the general public
- Are friendly, confident and approachable
- Are able to gauge when and how to share information and stories with visitors

Please note this volunteer profile does not form an employment contract between Compton Verney and the volunteer.

Gallery Volunteer Role Profile

Additional information

- We will provide appropriate training in event organisation, management and delivery. In addition, you will be eager to learn and develop your knowledge of the charity - Compton Verney Art Gallery and Park.
- Please note that this role requires standing for long periods and you may rotate through different responsibilities during the day
- You will need to be at least 17 years old. We provide short term volunteer opportunities for those under 17 throughout certain times of the year, please check the website for when these are available.

Please note this volunteer profile does not form an employment contract between Compton Verney and the volunteer.