

Volunteer Role – Learning Volunteer

Reporting to:

Learning Manager / Actor Facilitator

Role and responsibilities:

- Assist in setting up and packing down of school sessions and resources
- Help the actor-facilitator with greeting school groups and ensuring safety of children in the Museum
- Help enforce the 'no photography policy' during school performances
- Help manage expectations of other visitors in the gallery to ensure they have a positive experience
- Help to explain the workshop activities to teachers and pupils and support the group's engagement with the museum
- Support with the facilitation of holiday activities for families
- Help with preparation, set up and pack down of family activities
- Assist with the evaluation and marketing of the learning programme
- Contributing to the upkeep and visual appearance of the museum by keeping it clean and tidy for our visitors

Who are we looking for?

If you are aged 18 or over, are friendly and welcoming, and are interested in supporting the museum, we want to hear from you!

The role will suit someone who:

- Has an interest in working with families and primary schools, specifically Key Stage 1 children (ages 5-7).
- Is reliable with good time keeping
- Has good verbal communication skills and confidence when communicating to visitors of all ages, especially children and educational groups
- Is willing to work on their own as well as part of a team
- Has an interest in museums and history

Your commitment to us:

- Ideally one day a week for 4 hours – 10.00-2.00pm to cover our school session times

- A minimum of 3 months, covering at least a full school term, to enable us to invest time in training you and offering you a fuller experience
- To work within our procedures including all those relevant to Health and Safety and the security of our collections
- To work within our Equality and Diversity policy, being respectful to individuals, whether they be customers, staff, volunteers, or others in the museum.
- To work within our Safeguarding Policy and have or be willing to have a DBS check

What we can offer you:

- Opportunity to gain experience working in a museum environment as well as in an education/learning capacity
- Experience of working with schools and families
- Opportunity to develop new skills and gain valuable work-related experience
- The opportunity to develop communication skills and gain experience in working with people of different ages and backgrounds
- Opportunity to engage with history
- Opportunity to meet new and like-minded people
- Training as required for the role
- Reimbursement of out of pocket expenses in line with the Museum's policies

Florence School Sessions Volunteer Tasks

Structure of session and tasks

Prior to school arrival:

Put away handling trolley and selfie station
Layout chairs for teachers
Assist Actor / Facilitator setting up baskets and resources
If open to public explain school arriving and explain NO photos policy and where to stand for performance

On school arrival: (15 minutes approx. in reception)

Be on hand to assist where necessary
Communicate with gallery visitors where necessary that school will be using main area

During first performance: (time around 30 minutes)

If open enforce No photography with public
Be on hand to explain to new visitors coming into gallery

During school gallery time: 30 minutes)

Assist in costume area, tidy as necessary
Ensure children remain with adults
No running, shouting (Florence Rules)
Engage children in basket activities
Encourage questions

During second performance (15-20 minutes)

After session:

Show where lunch space is if they are using hospital for lunch
Reset Flo's sheets
Tidy baskets/return all items to correct place
Fold costumes in chest
Tidy costume area
Wipe chalk board

Between 2 school sessions:

As above reset if necessary.