

## **Museum Steward**

Title: Museum Steward

Supported by: House Manager

Main Purpose of Role: Museum Stewards are responsible for visitor support and security in the Museum's galleries. They are the first point of contact for visitors to the Museum.

Overview of Role: We are looking for volunteers who are confident about meeting and greeting visitors to the museum. Museum Stewards are responsible for opening the Museum and preparing it for visitors and making sure that it is properly secured at closing time. They are responsible for answering visitors' questions and explaining the layout of the museum. Museum Stewards are also required to serve in the Museum shop and record items that are sold. Other duties involve keeping count of visitors that arrive and making sure the galleries remain tidy.

Skills:

- Ability to communicate effectively.
- Enjoy engaging with people of all ages and backgrounds
- Numerate and able to handle transactions in the museum shop
- Ability to work on own initiative where necessary

Qualities:

- Friendly disposition, an enthusiasm for heritage and local history, good time-keeping.

Availability:

- We are looking for Museum Stewards who can commit to a minimum of one half day per month. Eden Valley Museum appreciates the commitment of all volunteers on an equal basis and recognises that the commitment made by people can vary.

Training:

- Training will be given by the House Manager.