

<b>Role</b>	Volunteer Museum Reception Assistant
<b>Purpose of Role</b>	<p>To work in the Museum's reception / gift shop as part of a team of paid staff and volunteers. The reception is the first point of reference for Nature in Art's visitors, where they receive a friendly and informative welcome. The gift shop offers visitors a range of products with art, nature and local themes as well as exhibition-linked merchandise. The 6 galleries host changing exhibitions of objects from the museum's permanent collection of artwork and objects inspired by nature, as well as a variety of temporary exhibitions.</p> <p>The objective of the volunteering role is to: provide a range of services to enhance the visitor experience in Nature in Art's reception and gift shop and to provide information to the public during their visit.</p>
<b>Main Activities and Tasks</b>	<p>The role will involve, some or all of the below activities:</p> <ul style="list-style-type: none"> <li>• Welcoming visitors into the museum in a friendly manner</li> <li>• Helping with purchases including entrance tickets</li> <li>• Working on an electronic till and using a credit card machine (full training will be given)</li> <li>• Informing visitors about the museum, exhibitions and events</li> <li>• Responding to queries over the phone and processing bookings</li> <li>• To work as part of a team on a rota</li> </ul>
<b>Skills Needed</b>	<ul style="list-style-type: none"> <li>• An interest in Nature in Art</li> <li>• Good communication skills</li> <li>• Confidence in working with the public and a wish to help ensure a good, positive visitor experience</li> <li>• Polite and approachable</li> <li>• Computer skills</li> <li>• Reliability and commitment to the team</li> </ul>
<b>Training</b>	<p>Training will include:</p> <ul style="list-style-type: none"> <li>• Tour of the Museum</li> <li>• Full induction including health and safety</li> <li>• Regular briefings on exhibitions</li> <li>• Till and credit card machine training</li> <li>• Ongoing support from the staff team</li> </ul>
<b>Time Commitment</b>	<p>Variable and negotiable on recruitment.</p> <p>This role will involve a trial period of 3 months to ensure that it is the right role for you.</p>

If you are interested in joining our volunteer team, please complete our **Volunteer Application Form** and return it to the Nature in Art, via email to: [marketing@natureinart.org.uk](mailto:marketing@natureinart.org.uk)

or by post to:

Volunteering, Nature in Art, Wallsworth Hall, Sandhurst Lane, Sandhurst, Gloucester, GL2 9PA.