

Role	Volunteer Museum Reception Assistant
Purpose of Role	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. 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.
Main Activities and Tasks	The role will involve, some or all of the below activities: • Welcoming visitors into the museum in a friendly manner • Helping with purchases including entrance tickets • Working on an electronic till and using a credit card machine (full training will be given) • Informing visitors about the museum, exhibitions and events • Responding to queries over the phone and processing bookings • To work as part of a team on a rota
Skills Needed	• An interest in Nature in Art • Good communication skills • Confidence in working with the public and a wish to help ensure a good, positive visitor experience • Polite and approachable • Computer skills • Reliability and commitment to the team
Training	Training will include: • Tour of the Museum • Full induction including health and safety • Regular briefings on exhibitions • Till and credit card machine training • Ongoing support from the staff team
Time Commitment	Variable and negotiable on recruitment. This role will involve a trial period of 3 months to ensure that it is the right role for you.

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: education@natureinart.org.uk

or by post to:

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