



# Universities Collections and Museums Volunteer Policy

## Volunteer Role Profile

### Purpose of the role

This role welcomes visitors to the Bate Collection of Musical Instruments, assisting with museums events and projects on musical instruments and their archival documents. It includes: greeting and orientation of visitors, answering visitor's questions, providing directions, providing information about the museum facilities, handing out museum guides and other museum related leaflets, informing visitors about current exhibitions and projects taking place in the museum and helping out with museum events and projects.

A passion for music and history and an interest in working with the public is essential for this role.

As first point of contact for all visitors you will be responsible for creating a welcoming environment and a positive impression.

Training will be provided.

### Role duties

- Welcome visitors to the museum
- Assisting with museum events
- Assisting with conservation and archival projects
- Talking to visitors about studying at the Faculty of Music
- Collating visitor numbers to the galleries
- Undertaking visitor research and encouraging visitors to provide feedback
- Keeping the gallery and all museum areas tidy and clean

### Skills required

- Excellent communication skills
- Good English language skills
- Excellent inter-personal skills
- Confident and out-going personality
- Organisational skills
- Vigilance
- Ability to work independently
- Good team work skills
- Reliability

**This is an opportunity to gain experience in a museum environment  
and share your passion for music**

**Come and join us!**