|  |  |
| --- | --- |
| **Title of role** | **Museum Events Team Volunteer** |
| **Purpose of role** | You will provide invaluable support with the development and delivery of events and activities that will appeal to the museum’s members, volunteers and the general public. This will include all aspects of event co-ordination, from initial ideas to event delivery.  The role will involve working closely with museum staff to ensure the events reflect the museum’s brand and that appropriate support is in place. It is crucial that the events are fully integrated into everything that the museum does. The events also need to be completely self-financing, ideally making vital income for the museum. |
| **Availability of role** | We intend to recruit a team of four volunteers, with each member focusing on an event type: Lectures, new events, guided tours and workshops. To enable effective communication, one role will act as coordinator for the group. |
| **Main activities and tasks** | Tasks could include:   * Developing event ideas which will be consistent with the museum brand. * Create a schedule for these events, ensuring they don’t clash with other activities in the main museum diary. * Liaise with the museum team, including attending team meetings when necessary, to ensure that event planning is aligned to wider museum activities, and that the appropriate teams are briefed on planned events. * Ensure events are planned in a timely fashion so they can be advertised via newsletters, e-bulletins and social media. * Produce copy for each event which will be used to promote it in newsletters, e-bulletins and social media. * Ensure all budgets and expenses are signed off following the agreed procedures, before expense is incurred or committed to, and ensure all terms and costs agreed with speakers or other third parties are clearly agreed and confirmed in writing once approved. * Maintain a file for each event which will include: agreed and actual costs and expenditure. Monitor and evaluate the success of the events programme and ensure key learnings are reported on and applied to future planning. * Arrange for people to deliver talks and other events at the museum. Arrange access and (potentially) transportation for outings. * Ensure events are adequately staffed, in liaison with the Volunteer Coordinator and other team members. All events out of hours will need a museum key holder, and must be agreed with sufficient notice. * Liaise with the housekeeper and others as appropriate to ensure museum spaces are prepared and cleaned before and after events and talks. |
| **Skills and interests needed** | * Creative * Attention to detail and highly organised * Computer skills including email and basic Word/Excel * Ability to follow guidelines and respond to constructive criticism * Reliability * Financial acumen * An excellent verbal and written communication * An interest in the museum and willingness to learn about it * Ability to work on your own *and* as part of a team * Flexibility |
| **Training offered** | Training will include the following:   * Tour of the museum * Comprehensive Induction process covering the fire evacuation procedure and responsibilities of volunteers * Role specific training |
| **Time commitment requested** | Likely to be about ½ day per week initially for planning and following up on contacts. When events are delivered attendance at these will be required which will increase the hours. Some of these events will be during evenings and at weekends.  We would welcome an initial commitment of 12 months.  As this is a new role, we will review the time required over the first few months.  There will be a trial period of 4 months to ensure that this is the right role for you. |
| **Equal Opportunity** | Salisbury Museum is committed to promoting equality of opportunity for all and welcomes applications from all volunteers with suitable skills and interests. |