



## **Exhibition Steward Volunteer– ROLE DESCRIPTION**

### **About our Organisation:**

The Dacorum Heritage Trust is the Accredited Museum for the borough of Dacorum. The Trust safeguards and stores over 120,000 objects relating to the history of Dacorum. The Trust also provides a range of services aimed at making local heritage more accessible to residents and to encourage an interest and appreciation of Dacorum's historical significance.

### **Why do we need your help?**

Dacorum Heritage Trust (DHT) runs a programme of events enabling us to engage with local communities and raise awareness of heritage. We are currently looking for exhibition volunteers for our upcoming exhibition Fireworks and Festivals. The exhibition will take place in an empty shop unit in The Marlowes, Hemel Hempstead from Saturday 12 February to Sunday 20<sup>th</sup> February.

### **Role Description:**

To welcome and inform visitors to the exhibition at The Marlowes.

### **What the role involves:**

- To greet visitors in an engaging manner;
- To act as a point of welcome, information and promotion;
- To monitor capacity numbers within the exhibition space;
- To monitor the safety of the exhibit and the visitors;
- To encourage visitors to fill in customer feedback forms;
- To help maintain tidiness of the exhibition;
- To aid in Health and Safety and evacuation of the exhibition should it be needed.

### **What you need for this role:**

- A keen interest in museum objects and the history of the local area.
- Good people skills with the ability to talk confidently to both individuals and groups;
- Good verbal, communication and organisational skills;
- Ability to learn background information about the exhibition and DHT;
- Friendly and approachable;
- Flexible and adaptable;
- Enjoy working as part of a team.

### **Administrative Points:**

- Clothing to be smart
- Volunteer lanyards will be provided.
- Mask will be provided, unless you would like to bring your own along with you
- Breaks will be provided.

### **What support will you be given:**

- Briefing on the day by the nominated person in charge;



- Exhibition Steward Welcome pack, which includes details of the exhibition given prior to your volunteering slot
- Opportunity to provide feedback about the event;
- Opportunities to become involved in other DHT activities;
- Reimbursement for any expenses incurred (with prior agreement).

**Other information:**

- Volunteer meetings are held when necessary
- Occasional volunteer socials

**How much of your time we would like:**

- Monday to Saturday either - Morning slot (10am till 1.30)
- Monday to Saturday - Afternoon slot (1pm till 5)
- Sunday slot (11 till 4pm)
- Alternatively, we welcome manning the exhibition all day.

**How to become a volunteer:**

Contact the Public Engagement Manager, Nina Glencross to discuss current vacancies  
Tel. 01442 879525 Email: [NinaGlencross@dacorumheritage.org.uk](mailto:NinaGlencross@dacorumheritage.org.uk)