



## **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 *Commemorating Peacetime in Dacorum*. The exhibition will take place in an empty shop unit in The Marlowes, Hemel Hempstead from Saturday 20 October to Wednesday 31 October.

### **Role Description:**

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

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

- To greet visitors in an engaging manner and let them know what they will experience on their visit;
- To act as a point of welcome, information and promotion;
- To engage visitors in conversation about the exhibition;
- 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 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 (T-shirt with DHT logo will be provided).
- Volunteer badges will be provided.
- Breaks will be provided.

**What support will you be given:**

- Briefing and event-specific instructions;
- Training to prepare you for all aspects of your role;
- 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:**

- morning slots (9-1.30)
- Afternoon slot (1-5)
- Alternatively we welcome manning the exhibition all day.

**How to become a volunteer:**

Contact the Collections Manager, Nina Glencross to discuss current vacancies

Tel. 01442 879525

Email. [collectionsmanager@dacorumheritage.org.uk](mailto:collectionsmanager@dacorumheritage.org.uk)