

Weston Museum Volunteer Role Description

Role Title:	Admin Volunteer
Role Summary:	<ul style="list-style-type: none"> • To support the museum staff with day to day admin tasks.
Role Description:	<ul style="list-style-type: none"> • To ensure the smooth running of various museum activities and maintain accurate and efficient communication with the museum's wider audience • To support the running of the museum
When:	2 sessions per month, (minimum): 10:00-1:30pm or 1:30-5:00pm
Commitment:	3 months minimum.
Requirements:	<ul style="list-style-type: none"> • Wide variety of office tasks including researching information, making phone calls, preparing print materials, compiling and maintaining databases • Good social skills, outgoing and friendly • Organised and reliable • Flexible with resilience and tenacity • IT skills • Taking bookings and dealing with museum enquiries from members of the public
What's In It For You:	<ul style="list-style-type: none"> • Confidence and wellbeing • Being part of a team • Ongoing role specific training and induction.
Why We Want You:	<ul style="list-style-type: none"> • To help keep the museum running smoothly • To support Museum staff and volunteers in administrative tasks
Notes:	Will include use of display screen equipment.
For more information, contact:	Volunteering Officer