



## **Event/Function Volunteer – Role Description**

Do you have hospitality and or events experience? At Weston Museum we are looking for confident volunteers to help organise and support our functions and events.

### **Volunteer tasks:**

You will welcome guests, assist with café/bar, help with building evacuation if required and support museum staff. Setting up before events and clearing away after is also a part of this role along with online ticket sales and bookings.

### **What you can gain from this role:**

- Event organisation experience
- Contributing to the community
- Customer service skills
- Increased confidence and wellbeing
- Bar/café training
- Till operating
- Online ticket sales
- Health and Safety awareness
- Other role specific training

**Skills required:** Commitment to good customer service and enthusiasm is essential for this role. The museum hosts all types of event from conferences and concerts to parties and exhibitions so being comfortable interacting with visitors and guests from all walks of life is required for this role. Evening and weekend availability may be necessary due to the nature of the events we host.

**Potential time involvement:** The museum is open 6 days a week from 10am – 5pm, shifts for this role vary due to booking requirements.

**Responsible to:** Visitor Services Supervisor.

**Training and Support:** Full training will be given alongside ongoing support from staff and other volunteers as needed. **Out of pocket expenses are paid.**

For more information and to apply please contact our Volunteer Coordinator;

[Lisa.clemons@wsm-tc.gov.uk](mailto:Lisa.clemons@wsm-tc.gov.uk)  
[01934 621028](tel:01934621028)