



RHODES

ARTS COMPLEX • BISHOP'S STORTFORD MUSEUM

CONFIDENTIAL

Volunteer Application

*Completing this application form will help us determine if you have any training requirements so that you get the most out of your volunteering.
Please complete the form and return it to:*

Mrs. Aleksandra Andrijevic
Deputy Curator
Rhodes, South Road,
Bishop's Stortford,
Herts. CM23 3JG

Personal Details

Title _____ First Name _____

Surname _____

Address _____

Postcode _____

Telephone _____ E-mail _____

Mobile _____ Date of Birth _____

Areas of Interest (Please let us know what aspects of work you are interested in volunteering for)

Why would you like to volunteer for Rhodes?

Please circle days and times when you are available to volunteer at Rhodes

Monday am Tuesday am Wednesday am Thursday am Friday am
Monday pm Tuesday pm Wednesday pm Thursday pm Friday pm
Saturday am Sunday am
Saturday pm Sunday pm Evenings Any time

How will you travel to Rhodes?

Do you have any medical conditions we should be aware of?

(E.g. allergies, back pain)

Please give details of any convictions you have had, excluding any considered 'spent' under The Rehabilitation Offenders Act 1974

(minor motoring offences should be disregarded)

Are you willing to undertake a Criminal Records Bureau Check if your application is successful?

Please give any other information relevant to your application

(Please tell us about any skills or interests including proficiency in Computer Skills, current employment or work experience relevant to this application)

2 Referees:

I declare that the information on this form is correct to the best of my knowledge.

Signature:

Date:

The information given by you will be used by Rhodes to process your application. It will not be disclosed to a third party. Rhodes is registered under *The Data Protection Act 1998*

Volunteer Opportunities

Museum Volunteers

Educational Volunteers

Help run children's activities. Previous workshops included, African drumming, Victorian dressing up, drawing like an Egyptian and stepping into the shoes of a World War II Evacuee.

Skills:

You need to be enthusiastic, creative and have lots of patience. Previous work with children would be an advantage but you must be willing to get stuck in and have fun.

Stewards Volunteer

Bishop's Stortford Museum needs committed volunteers with an interest in local history and the Rhodes collection to undertake regular stewarding shifts. General responsibilities will include:

- Welcoming visitors
- Responding to visitors' needs and questions
- Answering and recording enquiries
- Recording useful information and monitoring visitors
- Recruiting interested visitors to the Friends scheme
- Patrolling museum galleries and checking security
- Noting and referring problems in displays

Skills:

You will need to be computer literate with a friendly manner and able to commit to a regular shift.

Cataloguing Volunteer

Bishop's Stortford Museum requires enthusiastic volunteers to help with cataloguing museum objects and documents on our database MODES.

Skills:

You must be computer literate and familiar with databases, although training will be provided. You must have an interest in local history and the Rhodes Collection.

We are also happy to accept **General Museum Volunteers** who can attend on a regular basis but do not have a preference for a specific role.

Arts Complex/General Volunteers

Events Volunteer

Rhodes needs enthusiastic volunteers to help with the planning and organisation of Fundraising events.

Skills:

You must have a flexible working attitude and a willingness to undertake a variety of tasks. You must be forward thinking and able to produce innovative ideas. Computer literacy is essential.

Marketing Volunteer

The Museum and Arts complex needs volunteers to help our marketing assistant promote events to the local area.

Skills:

You must be enthusiastic, flexible, innovative and good with people. You must have a willingness to work with businesses and other organisations outside Rhodes. Computer literacy is preferable and good literacy skills are essential.

Gardening Volunteers

Enthusiastic volunteers are needed to carry out general garden maintenance in the Rhodes gardens. The gardening volunteer's responsibilities will be:

- Maintaining the flower beds
- Weeding
- Pruning
- Mowing
- Keeping the gardens tidy

IMPORTANT INFORMATION:

All our volunteers need to be enthusiastic and flexible and willing to work on a variety of tasks, including gallery stewarding, front of house duties and basic office tasks. All volunteers must also be willing to be CRB checked, as children will be frequent users of Rhodes and the Bishop's Stortford Museum.