

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

Ushers

Rhodes needs enthusiastic volunteers to help usher during shows.

Skills:

You must have a flexible working attitude and an interest in the arts. You need to be good with people and think quickly in difficult situations.

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 are frequent users of Rhodes and the Bishop's Stortford Museum.

