



VOLUNTEERING AT SHERBORNE MUSEUM

Thank you so much for your interest in becoming a volunteer at the Museum – we hope you will find us a friendly team. Volunteering will give you a chance to learn more about your local area and also give you the chance to help your community.

There are a number of areas within the Museum where your help would be much appreciated. Our stewards play a crucial role by providing the initial welcome to the Museum and by creating a friendly and supportive atmosphere for a memorable visitor experience. The Front of House Team Leader is always pleased to welcome new participants. You will see on the next page the sessions in which we have vacancies.

Stewards work on a two-week rota system, with a minimum of one two hour shift per fortnight. Each stewards work the same time-slot each fortnight. Shifts are as follows: 10.30-12.30, 12.30-2.30 or 2.30-4.30. Those stewards who work the first or last shift of each day are also responsible for opening or closing the Museum, but full training will be given. Duties include greeting the public, answering the telephone, taking enquiries, recording the number of visitors and managing our small shop.

Training will be given on all aspects of the steward's role, including health and safety, before their first shift and each steward receives a personal manual of instructions. Stewards are also encouraged to familiarise themselves with the exhibits before they begin. We have bi-monthly tea parties where all volunteers are invited to attend and where there are regular briefings on the work of the Museum and other topics of interest.

Our research/support team generally come in on Tuesday and Thursday mornings. They engage in conservation work, such as dusting books, collections care, cataloguing and answering research queries. Some volunteers use information held in the Museum to research a particular subject which can often lead to a small exhibition or to the publishing of a pamphlet.

The workrooms upstairs are small and we currently have a full complement of staff for conservation of archives and textiles. There may be a small project you could be involved in or you can ask to be put on a waiting list to be contacted when a situation becomes vacant.

If you have time, you can be both a steward and work in conservation, administration or DIY, etc.

We hope you enjoy being with us!

SHERBORNE MUSEUM VOLUNTEER APPLICATION FORM

Name: _____

Address: _____

Postcode: _____

Tel: _____

Email: _____

Thank you for offering to be a volunteer. Please complete this form and either hand it into reception or post it to:

Sherborne Museum, Abbey Gatehouse, Church Lane, Sherborne, DT9 3BP

If you require further information, please either contact the curator on 01935 812 252 or via email at info@sherbornemuseum.co.uk.

Below are the sessions that are available on the stewards' rota. Please tick those which are most suitable to you. We are always delighted to hear from those who might be willing to undertake one or more of these sessions or offer to be on relief stand-by. The Front of House Team Leader will organise these with you after receipt of your application.

Time	Tuesday	Wednesday	Thursday	Friday	Saturday
10.30-12.30					
12.30-2.30					
2.30-4.30					

There are other areas in which volunteers can assist. If you are interested in any of these please tick those which are appropriate. You can discuss these with the curator.

- DIY and maintenance
- Supporting special events/visits
- Admin work
- Assisting with displays
- Costume