



Littlehampton Museum
The Manor House
Church Street
Littlehampton
BN17 5EW
museum@littlehampton-tc.gov.uk
01903 738100

Visitor Experience Volunteer (Saturday) Role Profile

Littlehampton Museum is looking to recruit a group of volunteers to join its team as Visitor Experience Volunteer's, working in the Museum on Saturday's.

What's in it for you:

Littlehampton Museum is an Accredited Museum and you would be joining the team at an exciting time. Following on from a tough year for Museum's and visitor attractions we are aiming to welcome back residents and attract more visitors to enjoy the Museum. This is an excellent opportunity to help our visitors find out more about our incredible and vast collection of historic objects and learn more about the heritage of the Town and surrounding areas.

Volunteering with us you will:

- Become part of a fun and friendly team.
- Learn about museum collections.
- Have a chance to learn and develop new skills.
- Be given full training to undertake your role.
- Learn more about the heritage and archaeology of Littlehampton and the surrounding area.

What does the role involve?

Your role will be to assist the Museum Team on Saturday's by providing visitor services and answering public enquiries.

Tasks will include:

- Meeting and greeting visitors to the Museum and providing excellent customer service.
- Processing Museum retail sales on the till.
- Assisting with any public enquiries for the Museum and Town Council, this may include taking messages and passing on to the appropriate person (full training provided).
- Ensuring the museum galleries are maintained to high standards of presentation and tidiness.
- Completing Museum Research using the Museum's archive, collections database and local studies book collection.

- Assisting Staff with running weekend events such as family activities, exhibition previews and staffing stands and activities at Town Council events.

This role will suit people who:

- Have an interest in Littlehampton, its heritage or museums.
- Are polite and friendly and are confident providing exceptional customer service.
- Enjoy historical research.
- Are happy to use computers and telephones to assist your work.
- Are willing to learn – we will teach you everything you need to know.
- Are able to work as part of a team and be flexible.

Frequency and Location:

This role is specifically to volunteer at the Museum on Saturdays to assist the team on their busiest day of the week. We are looking for volunteers who can volunteer on Saturdays on a rota system with other volunteers. A commitment of at least two Saturdays per month is desired. Shifts would take place during Museum opening hours and we will be recruiting for both Morning and Afternoon Volunteers.

Shift 1: 10.30am-1.30pm

Shift 2: 1.30pm-4.30pm

The role will take place within the Museum at the Manor House in Littlehampton.

Induction, training and support.

The Town Council values the diverse and various contributions made by volunteers and views their roles as complementary to those of paid staff. You will be given full training to enable you to complete your role and we aim to provide volunteers with regular training and the opportunity to increase their skillset.

You will be supervised in your role by a nominated member of the Museum Team, who is responsible for your day-to-day volunteering needs and will be available to help you in your volunteering journey.

Whether you are looking to volunteer because you are recently retired, want to volunteer because you love history or you are looking to gain new skills for employment, Littlehampton Museum is a great place to Volunteer. Each volunteer will have the opportunity to discuss with the Museum Curator how this opportunity might help them to meet their personal goals and together we can develop a plan to help you achieve those goals.

To apply to volunteer at Littlehampton Museum please fill out an Application form (available on our website) or email museum@littlehampton-tc.gov.uk

<https://www.littlehamptonmuseum.co.uk/get-involved>