

## **Friends Membership Promoter Volunteer**

### **Location:**

Millennium Gallery, Sheffield city centre

### **Purpose of the role:**

This role offers a great opportunity to be involved in the work of the Visitor Engagement and Fundraising teams at Museums Sheffield. The purpose of the Friends Membership Promotion role is to assist in promoting the benefits of the Museums Sheffield Friends Membership scheme to our visitors. This will involve talking with visitors, primarily at the Millennium Gallery, and providing them with information about our varied work, Sheffield's collections, our events and exhibitions, and explaining how important the income raised through Friends membership is in supporting our charitable work.

*Training and support will be given to all volunteers taking up this role.*

### **The role includes:**

- Promoting Museums Sheffield Friends Membership scheme to visitors at Millennium Gallery, using our 'Membership Pod' and giving away branded materials as a starting point for conversations with visitors.
- Where appropriate, signposting visitors to wider exhibitions and events and other relevant Museums Sheffield information.
- Assist visitors in subscribing to Museums Sheffield mailing list should they wish to.
- Use existing communications methods (i.e. Museums Sheffield comment cards) to pass any visitor queries to the relevant Museums Sheffield staff.

### **The benefits for you:**

- Spending time in the dynamic and vibrant public and exhibition spaces at Millennium Gallery alongside other volunteers and staff.
- Meeting like-minded people and being a member of an enthusiastic and knowledgeable team.
- Learning more about and helping to directly support Museums Sheffield's charitable work.
- Developing your communication, customer service and organisational skills (support and training will be given as part of the induction to the role).
- Opportunity to help out with other events or volunteering at Millennium Gallery or Weston Park Museum
- You can claim back out-of-pocket transport expenses up to a max £5 (round trip) for public transport, or 45p per mile if driving a car.

### **Skills & Personal Qualities:**

- Ability to communicate face-to-face in an effective and friendly manner.
- Outgoing, approachable and helpful.
- A love of social history/natural history/art and Museums generally is a bonus!
- Enjoy communicating with our visitors in a relaxed and informal way
- Reliable and trustworthy

### **When can I volunteer?**

We are looking for volunteers who can do a two hour slot, standing (or sitting alongside) our 'Membership Pod' in the public areas of Millennium Gallery on any day of the week. We will aim to 'buddy up' volunteers so people will be alongside another volunteer. 2 hour slots will be available (10.30am– 12.30pm, or 1.30– 3.30pm, although timings can be flexible). This is a flexible role and volunteers will be able to choose which days suit them

Contact us to express your interest in this role at [volunteering@museums-sheffield.org.uk](mailto:volunteering@museums-sheffield.org.uk)