

Friends Membership Promoter Volunteer Role

Purpose of the role:

The purpose of the Friends Membership Promotion volunteer 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 Millennium Gallery, and providing them with information about our varied work, the Sheffield collections, our range of events and exhibitions and explaining how important the income raised through Friends membership is to fund our charitable work.

Where will you be volunteering?

You will be based at Millennium Gallery, with occasional opportunities at Graves Gallery or Weston Park Museum.

What will you be doing?

- 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
- Signposting visitors, where relevant, 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

What's in it for me?

- A great opportunity to be involved in the work of the Visitor Engagement and Fundraising teams at Museums Sheffield
- Develop your communication, customer service and organisational skills
- Spend time in the dynamic and vibrant public and exhibition spaces at Millennium Gallery alongside other volunteers and staff
- Meet like-minded people and be a member of an enthusiastic and knowledgeable team
- Learn more about and help to directly support Museums Sheffield's charitable work
- Access to a range of social and networking opportunities with other volunteers and staff
- Training and support will be given to all volunteers taking up this role
- You can claim back out-of-pocket transport expenses up to a max of £5 for public transport, or 45p per mile if driving a car, per day

What skills will I need?

- Ability to communicate face-to-face in an effective and friendly manner.
- Outgoing, approachable and helpful
- Enjoy communicating with our visitors in a relaxed and informal way
- Reliable and trustworthy
- A passion for museums and galleries is a bonus

When can I volunteer?

MuseumSheffield

We are looking for volunteers who can commit to a one hour training session followed by six further two hour shifts as a minimum. These shifts will be at our "Membership Pod" in the public areas of Millennium Gallery on variable days of the week and do not have to be consecutive weeks, although at least once per month. We will aim to "buddy up" volunteers so people will be alongside another volunteer at all times. Shift times are generally 10.30am–12.30pm, or 12.30–2.30pm, 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. Please email us 150 - 200 words about why you would be right for this exciting opportunity.