

BARROW BOROUGH COUNCIL

WORK DESCRIPTION

POST: Dock Museum front-of-house volunteer

DEPARTMENT: Dock Museum

TIME COMMITMENT: It is hoped you can offer a commitment of a minimum of 60 hours

HOURS: 11-4PM, working when the museum is open (Wednesday to Sunday)

DRESS CODE: Black or blue trousers, white shirt or blouse and smart shoes

DESCRIPTION: **Being part of a friendly front-of-house team and engaging with visitors**

MAIN DUTIES:

Working at the front desk

1. Work on the museum reception desk and deal with public enquiries.
2. Take bookings for group parties, special events, school trips, etc.
3. Ensure that the reception desk is tidy and well stocked.
4. Ward the museum, taking the appropriate action if any threat to the security of the displays or the public becomes apparent.
5. Learn and apply the relevant procedures for public safety.

Administration

6. Provide support for the production of collection, education, events and exhibition related material including exhibition labels and posters.
7. Assist with filing, stock checks and answering emails.

11/9/2019