

Southampton Cultural Services Volunteer Role Profile

Museums and Art Gallery Workshop Assistant Volunteer

Role: To support the Learning Officer or Freelancer in the setting up, delivery, and clean-up of holiday workshops delivered across SeaCity Museum, Tudor House & Garden, and Southampton City Art Gallery. The role may also include resource gathering and production.

Impact of the Role: Learning through practical workshops within historic or cultural setting helps young visitors engage with their learning and increases their retention of the material. The Learning Team run numerous holiday workshops across the venues. Volunteers help to make these sessions a memorable success for the visitors as well as the Learning Staff.

Responsible to: Learning Officers, Learning Freelance Staff, Volunteer Coordinator, Duty Managers.

Location: SeaCity Museum, Tudor House & Garden, and Southampton City Art Gallery, throughout the venues.

Hours: To be agreed in advance with the Volunteer Coordinator. Available shifts will be published ahead of time and are dictated by the school term times and planned activities. Generally, these sessions will take place on weekdays.

Timescale: Available slots for this role will be recruited for during monthly recruitment cycles according to capacity.

Support: Volunteers will have a general induction with the Volunteer Coordinator and then be trained by the Learning Officer for role-specific tasks.

There will always be staff on hand for support. Volunteers will also be provided with the relevant Health & Safety training. Volunteers will be provided with an identifying name badge.

Health & safety and accessibility: SeaCity is fully accessible during opening hours and there is a large lift to the first-floor exhibition spaces.

At the Art Gallery, step free access is available from the street to the ground floor gallery foyer. There is a small lift to the Main Hall.

Due to the age of Tudor House & Garden, not all areas are fully accessible. The staff areas do not have step-free access, however access to the main building is step-free and has a lift to the upper floor. Areas that do not have step-free access include:

- The Staff Cottage
- The Attic
- The Cellar and Air Riad Shelter

This role does require some moving around between attendees, as well as the potential for some manual handling. Please discuss with us in advance if you have any concerns.

Specific tasks: Volunteers will meet with the Learning Officer or Freelancer ahead of the start of the school or holiday workshop to help set up in the nominated spaces. Activities are generally based around arts, crafts, and history, and often include a practical or crafting element. Therefore, volunteers should make sure to wear appropriate clothing and footwear for potential mess. During the workshops, volunteers are on hand for the Learning Officers or Freelancer to help attendees with their work, or to provide resources. Volunteers will also be on hand to clean-up after the session has ended.

Skills and Experience:

You would need to be:

- A good communicator, especially with children and guardians of various ages and backgrounds
- Enthusiastic and reliable
- Interested in working with children
- Interested in history and an ability to share it.

No experience is necessary, though it is useful if you have had:

- Experience working with the public
- Experience working with children

We ask our volunteers to ensure that they:

- Remember that they are a representative of Southampton Cultural Services
- Adhere to the behaviours and training set out in the Volunteer Handbook and Volunteer Agreement
- Have an enjoyable time and let us know if you need any further training or information to complete your role.

DBS Check: This role will be subject to a DBS check, which will be able to facilitate free of charge.