



Volunteer Role Description

Events Steward

Purpose:

To support staff to run additional events at the New Forest Heritage Centre

Hours:

Flexible often evenings, weekends and during school holidays

Responsibilities:

- Assist in the shop and gallery during after-hours previews, including serving drinks and snacks.
- Meet and greet visitors when entering the New Forest Heritage Centre, Gallery and Museum for events
- Direct visitors around the Heritage Centre as appropriate
- Engage with visitors answering questions they may have about the New Forest or the Museum and its collections.
- Ensure public areas are ready for visitors for the event and keep clean and tidy at all times.
- If museum is being used, ensure that Museum interactives are working and report any defects.
- Be observant whilst in public areas with regard to the safety and security of visitors and collections.
- Enable visitors with disabilities to make the most of their visit to the event.
- Promote future events at the Centre

Additional responsibilities could include:

- Assisting with the opening and closing down of the Museum

Skills Needed:

- ✓ Enthusiasm for the New Forest as a special place
- ✓ Willingness to share your own memories and experiences within the forest
- ✓ An interest in the social and cultural history of the New Forest
- ✓ Prepared to engage people of all ages and excite their interest in the New Forest
- ✓ Willing to work with school groups of all ages that come into the Museum
- ✓ A friendly and approachable manner

Contact:

Email: education@newforestheritage.org.uk

Tel: 023 8028 6153

Call in at the New Forest Heritage Centre and ask for Suzie Moore

To Apply:

Complete Volunteer expression of interest form on website or request a form using email above.