



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 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 interactives are working and report any defects
- Be observant whilst in public areas with regard to the safety and security of visitors and collection
- Enable visitors of all abilities 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 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: kath.walker@newforestheritage.org.uk

Tel: 023 8028 6156

Call in at the New Forest Heritage Centre and ask to speak with Kath Walker

To Apply:

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