

## Role Description

### Gallery Volunteer



#### What is a Gallery Volunteer?

Gallery Volunteers are proactive members of our Front of House team who enhance visitors' experience at Royal Society of Sculptors' exhibitions. As well as providing a fantastic customer experience and monitoring the security of the exhibits, volunteers assist with additional marketing and administrative tasks during quieter moments in the gallery. Gallery Volunteers are central to enhancing awareness of the Royal Society of Sculptors through engagement with the historic Head Office on Old Brompton Road.

<p><b>What's in it for you?</b></p>	<ul style="list-style-type: none"> <li>• Contribute to our stimulating and creative gallery environment</li> <li>• Develop confidence in approaching the public and engaging them in discussion about sculpture/three dimensional art</li> <li>• Be part of our community of sculptors, artists and curators</li> <li>• Develop your skillset and enhance your CV</li> <li>• Join a small and welcoming team</li> <li>• Attend volunteer preview exhibition tours with the Director</li> <li>• Be involved with a positive and engaging volunteer culture including social events, outings and access to all the information you need as a volunteer online through FindMyShift</li> <li>• A reference when you have volunteered with us regularly for 6 months</li> </ul>
<p><b>What's involved?</b></p>	<p>Gallery Volunteers are essential in the day to day running of the gallery, they:</p> <ul style="list-style-type: none"> <li>• Provide a friendly welcome to visitors as they enter the Society</li> <li>• Are the first point of contact for visitors</li> <li>• Count visitors as they enter the gallery</li> <li>• Encourage visitors to keep in touch with the society by joining our mailing list</li> <li>• Encourage visitors to fill in our visitor book and to give feedback</li> <li>• Invigilate the gallery space, providing crucial object and site security</li> <li>• Adhere to top customer service standards ensuring all those who enter the Society have a fantastic visitor experience</li> <li>• Encourage visitors to spread the word about the Society by writing on TripAdvisor or following the Society on social media</li> <li>• Assist with marketing and administrative tasks on the front desk if the gallery is quiet</li> </ul>
<p><b>This role will suit people who...</b></p>	<ul style="list-style-type: none"> <li>• Are interested in sculpture/three dimensional art</li> <li>• Have an interest in the arts and/or wish to gain experience within an</li> </ul>

	<p>arts organisation</p> <ul style="list-style-type: none"> <li>• Are happy to be on their feet for long periods of time</li> <li>• Enjoy interacting with the public and meeting people from all walks of life</li> <li>• Would relish spending time in a customer-facing environment which is busier at times and quieter at others</li> <li>• Are proactive and can take ownership of tasks</li> <li>• Will be happy to work independently and as part of a team</li> </ul>
<b>Availability</b>	Volunteers cover one shift each week from Monday – Friday. There are two shifts per day, 10:45am-2:00pm and 1:45pm-5:00pm.
<b>Main contact</b>	Caroline Worthington, Director
<b>Training/Resources</b>	<ul style="list-style-type: none"> <li>• The Volunteer Co-ordinator will give you specific briefing and training as needed including a volunteer induction</li> <li>• Additional internal, and potentially external, training as appropriate</li> </ul>
<b>Getting to the Society</b>	<ul style="list-style-type: none"> <li>• The nearest tube stations are South Kensington and Gloucester Road (both Piccadilly, Circle and District Lines)</li> <li>• There are several bus stops within walking distance</li> <li>• We reimburse travel expenses up to £8 per day</li> </ul>
<b>This sounds interesting... How do I get involved?</b>	<p>If you have any questions please don't hesitate to get in touch by emailing <a href="mailto:info@sculptors.org.uk">info@sculptors.org.uk</a> or telephoning 020 7373 8615</p> <p>Prospective volunteers will be invited to an informal, group interview to discuss the role further in person.</p>
<p>The Royal Society of Sculptors values the involvement of volunteers; they enhance our scope and bring in new ideas and perspectives. We are committed to offering volunteer opportunities of a high standard and welcome feedback.</p>	