



## Wycombe Museum Administration Volunteers

We are looking for organised volunteers with a great attention to detail to help with our office admin!

We are a family friendly, local history Museum now managed by the Wycombe Heritage and Arts Trust and situated in High Wycombe, Buckinghamshire and located in a Grade II listed house surrounded by beautiful gardens. We host seven galleries including our Art Gallery, temporary gallery, interactive old kitchen and Chair Gallery displaying our famous chair collection. Find out more about us and our collection via our website [wycombemuseum.org.uk](http://wycombemuseum.org.uk)

### Wycombe Museum and our volunteers

Volunteers are a vital and valued part of the Wycombe Museum family. We value every skill that people bring and every minute that people give to us, and endeavour to have every volunteer feel appreciated and enjoy the time they spend helping us. We strive to have a relationship with our volunteers based on mutual respect and understanding.

### What is involved?

Everything at Wycombe Museum is becoming bigger- the number of people visiting and engaging, our events programme, the number of staff and volunteers, the range of shop stock and so much more! So, we need some help keeping everything organised and running smoothly.

Some things you might be helping to...

- Keeping our diary up to date
- General day to day admin
- Checking phone messages
- Checking the general Museum email
- Keeping our stationary cupboard full and organised
- Organising the office and files

### Who would be supporting me?

Volunteer Manager, would be your main point of contact.

On the day, the Duty Manager and other staff members will be on hand to help and support you.

### Where and when would I be volunteering?

Volunteers will be based at Wycombe Museum located on Priory Avenue, High Wycombe, Buckinghamshire, HP13 6PX.

### What is Wycombe Museum looking for?

We are looking for an organised, computer savvy and enthusiastic person who is happy to get stuck in, learn new skills and adhere to Museum policy.

We would like volunteers to wear something smart-casual, but as an office-based role we are flexible with this.

### What skills and qualifications do I need?

All you need is enthusiasm and a willingness to learn- you will have some help learning everything else. An interest in Wycombe History is a bonus! If you do have any experience with administration, telephone systems and Microsoft Office- please do let us know.