



Wycombe Museum Event Assistant Volunteers

We are looking for enthusiastic and friendly volunteers to help at our events!

We are a family friendly, local history Museum 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 our Chair Gallery filled with part of our famous chair collection.

Find out more about us and our collection via our website wycombemuseum.org.uk

Wycombe Museum and their 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?

We host many events throughout the year, for all ages and all interests, and we hire out one of our outbuildings for external events. Our events are very important to our local community, especially our large family events which are very popular! You would be helping us make our events run smoothly and adding to the visitor experience.

Some things you might be doing...

- Greeting event attendees with a warm welcome and a big smile
- Collecting tickets for the events
- Helping set up the room for the event
- Helping tidy up after the event
- Helping to hand out our event programme
- Keeping track of our visitor numbers
- Assisting the Event Project Lead

Who would be supporting me?

Volunteer Manager, would be your main point of contact.

On the day, the Event Project Lead and Front of House staff 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.

Our events are usually held on weekends and Thursday evenings, and our children's craft events are usually held on Tuesday and Thursday during the school holidays.

What is Wycombe Museum looking for?

We are looking for a friendly, enthusiastic person who is happy to get stuck in, learn new skills and adhere to health and hygiene regulations.

As a visitor facing role we are looking for someone who is happy to chat to people of all ages and all backgrounds, helping to make them feel welcome and comfortable during their visit.

We would like volunteers to wear something smart-casual, except for some activities where you will want to be comfy and warm instead (for example when greeting visitors outside).

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 in events please do let us know.