



Wycombe Museum Learning Assistant Volunteers

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

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

Wycombe Museum and our volunteers

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

What is involved?

We host a variety of family-friendly activities at the Museum- including craft activities for children and our popular *Tiny Talk Time*. Our family events are very popular, and, with more people coming to each session, we need more help! You would be helping to improve visitors' experience and help our events run smoothly.

Some things you might be doing...

- Greeting event attendees with a warm welcome and a big smile!
- Collecting tickets
- Helping to set up the room for the event and tidying up after
- Keeping track of visitor numbers
- Assisting the Event Project Lead
- Interacting with children and guardians
- Assisting families during the activities

Who would be supporting me?

Volunteer Manager, would be your main point of contact.

On the day, the Event Project Lead and Duty Manager 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 children's craft events are usually held on Tuesday and Thursday during the school holidays, our family events on Sundays on various days throughout the year and our *Tiny Talk Times* on alternate Fridays.

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 respect health and safety regulations. A Disclosure and Baring Service check may be required. As a visitor-facing role we need someone happy to chat to people of all ages and backgrounds, helping to make them feel welcome and comfortable during their visit.

We require volunteers to wear something smart-casual, except for some activities where you will want to be comfy and warm (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 help learning everything else. An interest in Wycombe History is a bonus! If you do have any experience in events or working with children - please do let us know.