

# Volunteering Roles currently available at Diss Museum

## **Museum Steward**

We have a great team of volunteer stewards without whom we would not be able to open the Museum every day from March to November. A few of our stewards have recently retired so we need new stewards to take their place. Session times are 2 hours: 11 to 1 and 1 to 3, but if you can only manage a 1 hour session we would be happy to hear from you. You don't need to commit to a session per week, some of our stewards just do one session per month, we are grateful for any time commitment you can give us. *This role involves approx 1 to 2 hours as and when.*

## **Steward coordinators**

We currently have two steward coordinators but we really need one more to join us. The role involves contacting stewards by email/phone to see if they can cover shifts at the museum. Each coordinator is responsible for two weeks, and then the other coordinator takes on the next two weeks etc. Most shifts are booked in advance by our stewards, but there are always a few shifts that we need to contact stewards to see if they can cover. *Time for this role involves approx 2 hrs every six weeks*

## **Publicity**

Working from home, uploading events on websites, facebook etc.

*Time: When the programme is finalised at the beginning of the year we create posters for each of the events, then upload all ten of the 3<sup>rd</sup> Friday lectures to websites etc; this takes approx 30 minutes per lecture. One month before each lecture we load up to facebook, press and local radio this takes approx 30 mins.*

## **Poster delivery**

Hand delivering posters advertising the 3rd Friday events to local Diss shops approx 1 month before event. *Time: 1 hour per month.*

## **Stroll Guide**

Taking groups of people around Diss to see the interesting buildings and discuss the history behind the buildings. There is a set tour dialogue that can be followed but we welcome your own interpretation to make the stroll more enjoyable. *Time: We don't have set dates for strolls; visitors book them on an ad hoc basis. Last year we carried out quite a few strolls, ranging from just 2 people up to 20. Stroll time is around 2 hours.*

## **Shop**

- Stock replenishment and stock taking. *Time: approx 1 hour per month*
- New stock - identifying and sourcing suitable items to sell in the shop. *Time: This is worked from home. Approx 1 hour per month.*
- Create craft items to sell in the shop. *Time: This is worked from home. Approx 1 hour per month.*

## **Event stewarding**

We run regular 3<sup>rd</sup> Friday lectures every month from March to December, we need help to run the raffle, put out the chairs, and put away at end. *Time: Approx 2.5 hours per month including lecture time.*

Other events, table top sales, bric a brac sales at the museum, help needed to set up and sales. *Time: Depending on involvement, 2 hours for selling, set up/set down 2 hours.*

## **Fundraising**

We take part in the Carnival window competition, the Transport Fayre and Organ festival, we need volunteers to join our committee to think of ways to be involved and to raise funds through competitions etc. *Time: Committee meets twice a year, approx 2 hours per meeting.*

## **Steward induction**

All new volunteers complete an application form and we do an informal interview explaining the role of the museum. New volunteers are placed with an experienced steward for a couple of sessions until they are happy to work alone. We need someone to carry out the interviews and be a mentor to the new stewards. *Time: In all approx 2hours spread over induction period of each steward.*

## *What can we offer you?*

- *It is an enjoyable experience volunteering at Diss Museum.*
- *The Trustees organise an event for the volunteers, last year we had a garden party! Other years we have gone on an outing.*
- *You get to meet some very interesting people in the Museum*
- *It's something to put on your CV.*

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