

# Gallery Volunteer Role Profile

<b>Department:</b>	Visitor Experience Team
<b>You will report to:</b>	Visitor Experience Manager/Duty Manager
<b>You will work regularly with:</b>	Duty Managers and Visitor Experience Assistants Sales Assistants, Producer- Audience Engagement
<b>Hours per week:</b>	Ideal commitment: 1 day per week, 10.15am to 5pm.
<b>Date</b>	April 2021

## **The role**

The Visitor Experience team are there to welcome and engage with our visitors, creating a fantastic experience for all. The team is responsible for maintaining a safe environment for both the art works and visitors. As a Gallery Volunteer, you will work alongside staff to ensure that every visitor is made to feel welcome and has the best day out possible. The role will involve:

- Providing a friendly meet and greet presence at the entrance to the building and gallery
- Using a radio to communicate clearly with other staff and volunteers across the site
- Checking ticket types and entry times to the gallery
- Offer assistance to visitors
- Willingly talking to visitors to create a welcoming and engaging environment that offers an experience they will want to repeat
- Helping to invigilate the exhibitions and collection galleries (being a noticeable presence in the rooms)
- Helping to orientate visitors around the gallery, ensuring they are following any one-way routes that maybe in place
- Promoting what's on offer at Compton Verney, helping to create sales opportunities for other teams (retail, catering, events)

## **This role will suit you if you are....**

- Enthusiastic about the arts or creativity
- Enjoy engaging with the general public
- Are friendly, confident and approachable

Please note this volunteer profile does not form an employment contract between Compton Verney and the volunteer.

# Gallery Volunteer Role Profile

- Are able to gauge when and how to share information and stories with visitors

## ***Additional information***

- For Voluntary roles, travel expenses paid at 45p per mile and capped at £11 per day.
- All training will be provided
- Please note that this role requires standing for long periods and you may rotate through different responsibilities during the day
- Compton Verney is in a rural location, therefore access to a car is essential.
- An additional list of volunteering benefits can be found on the volunteer's page on the website

We welcome applications from those who are under-represented in the organisation, this includes, but is not limited to: young people who identify as LGBTQIA+; neurodivergent; disabled; having a migrant or refugee experience, Black, Asian or ethnically diverse.

## ***Who are we?***

Compton Verney Art Gallery and Park, nine miles from Stratford upon Avon, is a stunning location where art and landscape meet. Boasting a nationally-accredited art gallery and a 'Capability' Brown designed park of 120 acres, Compton Verney has six permanent art collections. We're able to offer to visitors of all ages a place for discovery, play and reflection, somewhere to have fun, explore, learning and experience.

Founded with the mission to make art, culture and a natural environment accessible to all, this is a place for exciting exhibitions of the highest quality, world class collections ranging from ancient Chinese bronzes to British and European fine and decorative arts, to British Folk Art and 20th century design. It is also a place where people enjoy and engage with the natural environment and heritage through contemporary experiences.

For more information about Compton Verney, visit [www.comptonverney.org.uk](http://www.comptonverney.org.uk)

## ***How to apply***

Please fill out the Volunteer Registration Form and send to [volunteer@comptonverney.org.uk](mailto:volunteer@comptonverney.org.uk)

If you require any assistance please call 01926 645500

Please note this volunteer profile does not form an employment contract between Compton Verney and the volunteer.