Role Description - Museum Volunteer

Responsible to: Deputy Archivist, St Bartholomew’s Hospital
Voluntary Service Co-ordinator, St Bartholomew’s Hospital

Hours/days: One shift (10am - 1pm or 1pm-4pm) one day a week/fortnight
(Tuesday - Friday)

Location: Museum, St. Bartholomew’s Hospital

Purpose of role

To ensure the smooth running of St Bartholomew’s Hospital Museum, greet visitors, sell publications, and answer or pass on enquiries.

Main duties

- Staff the Museum for the entire duration of the shift or until relieved
- Welcome visitors to the Museum
- Show visitors the video to start their visit and direct them round the Museum
- Sell publications (deal with money, operate the till and give change as required)
- Answer enquiries or direct them to the Archivists
- Ensure the security of the Museum by notifying the Archivists of any untoward events
- Inform the Archivists if more sales stock is needed

Skills, experience and attributes

- Enjoys meeting and communicating with patients, staff and visitors
- Has a respectful manner
- Presentable in appearance
- Punctual, reliable and committed
- Able to accept instruction and guidance where appropriate
- Able to cope with handling money and can learn to operate the till

Last Updated 31/10/2012