



Firing Up Bridge Cottage

Volunteer Role Description

Role title:	Special Exhibition Steward.
Role purpose:	<p>This volunteer role has been designed to support PSVT's visitor services staff to ensure that all visitors to the 'Firing up Bridge Cottage' exhibition in Bridge Cottage have an enjoyable experience.</p> <p>This exhibition will be mainly manned by volunteers only.</p> <p>The exhibition will showcase a range of ceramic artists work including established artists, early careers and well-known artists within the ceramic 'space'.</p> <p>The exhibition will be supported by Emma Rogers, artist in residence, who will use her studio to connect to the work on show and invite artists to demonstrate their practice. The intention being to animate the area of the village around Greendale, the Lyceum and the Dell.</p>
Role description:	<ul style="list-style-type: none"> • Open and close exhibit. • Provide a warm and friendly welcome to our visitors.

	<ul style="list-style-type: none"> • Assist with visitor orientation and answering general questions about the exhibition. • Assist with the management of visitor flow and visitor numbers. • Undertake audience research on behalf of PSVT, e.g. visitor surveys. • Report any cleaning, exhibit maintenance or safety issues to staff. • Refer visitors to PSVT staff should they have questions/queries that you are unable to answer. • Carry out duties in a manner that always reflects PSVT's values. • Be a valued member of a friendly, proactive and committed team of staff and volunteers in PSVT's Heritage directorate.
Role reports to:	TBC
Where:	The exhibition steward role will be based at Bridge Cottage 23 Park Road, Port Sunlight.
When:	The exhibition will be open to the public from Saturday 5 th April until late June.
Duration:	<p>This volunteer role will last for 3 months, the duration of the exhibition.</p> <p>Training and induction will be carried out in March.</p> <p>You will be able to select from two dates available for induction, you only need to attend one.</p> <ul style="list-style-type: none"> • Tuesday 18th March 11am-12.30pm or Thursday 20th March 5.30pm. <p>Volunteers for this exhibit are required to undertake a minimum of 8 hours a month.</p>
Requirements:	<ul style="list-style-type: none"> • An interest in the arts. • A people person with a flair for good communication.

	<ul style="list-style-type: none"> • Committed to delivering exceptional customer service. • Punctual, reliable and committed. • Proactive with a positive and enthusiastic outlook and attitude.
Commitment to you:	<ul style="list-style-type: none"> • A full induction and training programme will be provided to ensure you are fully supported and equipped to carry out the role. • Reasonable travel expenses will be reimbursed, in line with our volunteer expenses policy and procedure.
What's in it for you:	<p>You will:</p> <ul style="list-style-type: none"> • Be part of a new gallery space that we are developing, representing PSVT's visitor offer. • Be part of a friendly and dynamic team. • The opportunity to meet the curators and contributors to the exhibition.
Why we want you:	<p>The knowledge, skills, commitment and enthusiasm of volunteers is critical to our visitor experience at Port Sunlight. You will promote a safe and welcoming environment for visitors to enjoy.</p> <p>This role is fixed for 3 months, there is no further commitment from you after the exhibition has ended.</p>
Notes:	<p>This role is fixed for 3 months, there is no further commitment from you after the exhibition has ended.</p>
For more information contact:	Volunteering@portsunlightvillage.com

Deadline for applications – Monday 3rd March, 5pm.