



***'Women at Work: Female Artists in the Unilever Contemporary Art collection***

**Volunteer Role Description**

Role title:	Special Exhibition Steward.
Role purpose:	<p>Designed to support Bridge Cottage's new exhibit 'Women at Work: Female Artists in the Unilever Contemporary Art Collection'. This volunteer Steward role will enable us to create an enjoyable experience for visitors in our new gallery space.</p> <p>As none of the works will be on sale, this exhibition will be manned by volunteers only.</p> <p>The exhibition will showcase a range of female artists whose work is part of Unilever's private collection, these pieces have never been exhibited publicly together before, until now.</p>
Role description:	<ul style="list-style-type: none"><li>• Provide a warm and friendly welcome to our visitors.</li><li>• Assist with visitor orientation and answering general questions about the exhibition.</li><li>• Record visitor numbers.</li><li>• Encourage visitor feedback.</li><li>• Report any cleaning, exhibit maintenance or safety issues to staff.</li><li>• Refer visitors to PSVT Museum or Heritage team staff should they</li></ul>

	<p>have questions/queries that you are unable to answer.</p> <ul style="list-style-type: none"> <li>• Carry out duties in a manner that always reflects PSVT's values.</li> <li>• Be a valued member of a friendly, proactive and committed team of staff and volunteers in PSVT's Heritage directorate.</li> </ul>
Role reports to:	Claire Bates, Audience Development Officer.
Where:	The exhibition steward role will be based at Bridge Cottage 23 Park Road, Port Sunlight.
When:	<p>The exhibition will be open to the public from:</p> <ul style="list-style-type: none"> <li>• Saturday 8<sup>th</sup> November – 22<sup>nd</sup> March.</li> <li>• 11am-3pm</li> </ul>
Duration:	<p>This volunteer role will last for 5 months, the duration of the exhibition.</p> <p>Training and induction will be carried out in November before the exhibition opens to the public.</p> <p>You will be able to select from two time slots available for the induction, you only need to attend one.</p> <ul style="list-style-type: none"> <li>• Monday 3<sup>rd</sup> November 10am-11am or 6pm-7pm.</li> </ul> <p>Volunteers for this exhibit are required to undertake a minimum of 8 hours a month.</p>
Requirements:	<ul style="list-style-type: none"> <li>• An interest in the arts.</li> <li>• A people person with a flair for good communication.</li> <li>• Committed to delivering exceptional customer service.</li> <li>• Punctual, reliable and committed.</li> <li>• Proactive with a positive and enthusiastic outlook and attitude.</li> </ul>

Commitment to you:	<ul style="list-style-type: none"> <li>• A full induction and training programme will be provided to ensure you are fully supported and equipped to carry out the role.</li> <li>• Reasonable travel expenses will be reimbursed, in line with our volunteer expenses policy and procedure.</li> </ul>
What's in it for you:	<p>You will:</p> <ul style="list-style-type: none"> <li>• Be part of a new gallery space that we are developing, representing PSVT's visitor offer.</li> <li>• Be part of a friendly and dynamic team.</li> <li>• The opportunity to possibly meet the curators and contributors to the exhibition.</li> </ul>
Why we want you:	<p>The knowledge, skills, commitment and enthusiasm of volunteers is critical to our visitor experience at Port Sunlight.</p> <p>You will promote a safe and welcoming environment for visitors to enjoy.</p> <p>This role is fixed for 5 months, there is no further commitment from you after the exhibition has ended, unless you would like to continue to support us in future exhibition.</p>
Notes:	<p>Applicants will be invited to an informal volunteer interview on one of the below dates:</p> <ul style="list-style-type: none"> <li>• Wednesday 15<sup>th</sup> October</li> <li>• Wednesday 22<sup>nd</sup> October</li> </ul>
For more information contact:	<a href="mailto:Volunteering@portsunlightvillage.com">Volunteering@portsunlightvillage.com</a>

**Deadline for applications** – Thursday 9<sup>th</sup> October, 5pm.