



Bridge Cottage Gallery

Volunteer Role Description

Role title:	Exhibition Steward
Role purpose:	<p>This volunteer role has been designed to support our visitor offer, ensuring that all visitors to the '100 Heads Thinking As One' exhibition in Bridge Cottage Gallery have an enjoyable experience.</p> <p>The exhibition will feature the work of Liverpool based Artist Anthony Brown.</p>
Role description:	<p>This exhibition will be manned by volunteers only.</p> <ul style="list-style-type: none"> • You will support with opening and closing the exhibit. • Provide a warm and friendly welcome to visitors. • Assist with visitor orientation and answer general questions about the exhibition. • Encourage visitors to leave feedback and undertake audience research on our behalf when required, e.g. visitor surveys/comments book. • Report any cleaning, exhibit maintenance, or safety issues to your line manager. • Carry out duties in a manner that always reflects Port Sunlight Village Trust values. • Be a valued member of a friendly, proactive, and committed team.
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:	The exhibition will be open to the public from Saturday 11th April until the end of August.

	Opening hours- Wednesday-Saturday 11am-3pm.
Duration:	<p>This volunteer role will last for 5 months, the duration of the exhibition.</p> <p>Volunteers for this exhibit are required to undertake a minimum of 8 hours a month.</p>
Requirements:	<ul style="list-style-type: none"> • A genuine interest in the arts. • A people person with a flair for good communication. • Punctual, reliable, and committed to delivering exceptional customer service. • 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 Port Sunlight'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:	The knowledge, skills, commitment and enthusiasm of volunteers is critical to our visitor experience in Port Sunlight. You will promote a welcoming environment for visitors to enjoy.
Notes:	<p>Deadline for volunteer applications – Wednesday 4th March, 5pm</p> <p>Volunteer interviews – Tuesday 10th and Wednesday 11th March</p> <p>Volunteer induction – Tuesday 24th March</p>
For more information contact:	volunteering@portsunlightvillage.com