



Volunteer Role Description

Role Title: Exhibition Steward - Bridge Cottage Gallery

Role Purpose:	To help create a warm, engaging, and memorable experience for every visitor who steps into the exhibition. You'll be the friendly face that welcomes people, supports their visit, and helps us learn and develop more engaging exhibitions for our audiences.
What You'll Be Doing:	This exhibition will be run entirely by volunteers — you'll be at the heart of it. • Open and close the exhibition space staff will open and close, but you will be responsible for turning all the lights on, putting the A board outside, making sure the space is ready for visitors. • Offer a warm, friendly welcome to everyone who visits. • Help visitors find their way and answer general questions about the exhibition. • Encourage visitors to share their thoughts, helping us gather valuable feedback through the comments book. • Spot and report any issues relating to cleaning, maintenance, or safety. • Represent Port Sunlight Village Trust's values in everything you do. • Be part of a supportive, proactive, and committed team who love what they do.
Who You'll Report To:	Claire Bates, Audience Development Officer.
Where You'll Be Based:	Bridge Cottage, 23 Park Road, Port Sunlight.

When:	The exhibition will open late September and run through to late February Opening hours: Wednesday–Saturday, 11am–3pm.
Duration & Commitment:	This role lasts for the full 5-month exhibition period. Volunteers are asked to contribute a minimum of 8 hours per month.
What You'll Bring:	• A genuine interest in the arts, particularly in fashion and photography. • A warm, confident, people-focused approach. • Reliability, punctuality, and a commitment to great visitor care. • A positive, enthusiastic attitude and willingness to get stuck in.
Our Commitment to You:	• A full induction and training programme so you feel supported and ready. • Reimbursement of reasonable travel expenses, in line with our volunteer policy.
What's In It For You:	You will: • Help continue to shape and represent a brand-new gallery space in Port Sunlight. • Join a friendly, dynamic team who value your contribution. • Meet the curators and contributors behind the exhibition. • Gain experience in visitor engagement, gallery operations, and audience research. • Make a real difference to the visitor experience in one of the UK's most beautiful heritage villages.
Why We Want You:	Volunteers bring energy, insight, and heart to Port Sunlight. Your enthusiasm and commitment help us create a welcoming, enjoyable environment for every visitor — and we couldn't do it without you.

Key Dates:	• Applications open: Thursday 16th July • Applications close: Friday 14th August • Volunteer interviews: Week of the 24th August and week of the 7th September • Volunteer induction: Week of the 14th September
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