

# RUSSELL-COTES



HOUSE • GALLERY • GARDEN

## Role description: Volunteer Learning Assistant

<b>Role title:</b>	Volunteer Learning Assistant
<b>Role description:</b>	<p>Assisting with the delivery of learning activities linked to the museum, collections and art gallery. Working with a wide range of audiences including early years, families, primary schools, and the elderly.</p> <p>Supporting school visits e.g. leading small groups around the historic house completing a carousel of learning activities.</p> <p>Supporting and running events and activities during school holidays e.g. craft days, workshops,</p> <p>Delivering object handling sessions within the historic house.</p> <p>Preparing and setting up of materials for sessions.</p> <p>Developing learning resources e.g. trails, competitions, school activities</p> <p>Assisting with promoting the work of the learning department e.g. contacting schools, adding event information to social media, creating posters and leaflets.</p>
<b>Project manager:</b>	Elissa Noon Learning Assistant
<b>Where:</b>	Russell-Cotes Art Gallery & Museum (with occasional outreach sessions off site)
<b>When:</b>	Flexible: weekdays, weekends and occasional evenings
<b>Commitment:</b>	Flexible but this role is aimed to be a long-term opportunity
<b>Requirements: (skills etc)</b>	<ul style="list-style-type: none"><li>• Reliable.</li><li>• Good with people, adaptable and friendly.</li><li>• Excellent communication skills.</li><li>• Experience of working with children and /or adults in an educational or group setting.</li><li>• Teaching experience would be an advantage.</li></ul>

	<ul style="list-style-type: none"> <li>• Enthusiastic.</li> <li>• Ability to use own initiative.</li> <li>• Interest in heritage, art and culture.</li> <li>• Language skills would be a bonus but not essential.</li> </ul> <p>Must be 18 or over.</p>
<b>What's in it for you:</b>	<p>Making a hugely positive impact on the enjoyment of our school and family visitors, and contributing to the work and success of the Russell-Cotes.</p> <p>Proven work experience in supporting the development of education and learning in a museum/ heritage environment.</p> <p>Learning about the history of the Russell-Cotes, gaining insight into the work of the curatorial team and being the first to hear about exhibitions and events.</p> <p>Joining a friendly team of Volunteers and meeting new people.</p> <p>Volunteering at the Russell-Cotes is a unique chance to interact with this fascinating historic house and develop your knowledge of its history.</p>
<b>Training:</b>	<p>Tour of the historic house Fire Induction and Health &amp; Safety Induction</p>
<b>For more information, contact:</b>	<p>Elissa Noon, Learning Assistant russellcotes.learning@bcpcouncil.gov.uk</p>
<b>Notes:</b>	<p>A DBS check is mandatory for this role. We can discuss this with you as part of the application process.</p> <p>Tea and coffee is provided for volunteers in the staff kitchen.</p> <p>We offer regular opportunities for volunteers to get together and meet each other. We also hold knowledge-sharing sessions with our Collections teams, and Curator-led tours of our main exhibitions so that you can get a great insight into the story and the collection</p> <p>We are not currently able to pay volunteers expenses and we ask that prospective candidates consider the implications of this on their travel expense before applying.</p>
<b>Last Reviewed:</b>	<p>3 February 2020</p>