



Rayleigh Town Museum Volunteer Information

The Museum

Rayleigh Town Museum opened in April 2016 and is run entirely by volunteers. We are located on the 1st Floor, 91 High Street, Rayleigh (above Pizza Express) and access is by lift. We are open Wednesday, Friday, Saturday & Sunday from 10am to 4pm. Our registered charity number is 1159405.

What do volunteers do?

Volunteers help in many ways, both behind the scenes and meeting the public. Your role as a volunteer will play an important part in the success of the Museum as part of the life of the town and its heritage.

How much time does it take?

We ask that you make a regular commitment that suits your current lifestyle and the needs of the Museum.

What sort of roles are available?

Stewards

Our stewards are the public face of the Museum, meeting and dealing with enquiries from our visitors.

You do not need to be an expert in local history just a friendly face to the visitors who can help them enjoy their visit.

Stewards normally work during either the morning session (9.45am to 1pm) or the afternoon session (12.50pm to 4.10pm) with occasional additional openings for special events. The stewards' rota is arranged a month in advance

Cataloguing

Every object in our collection needs to be catalogued. This work is undertaken by a team who meet on a regular basis on days when the Museum is closed. All you need is neat handwriting and/or good computer skills.

Other Roles

There are a number of other roles that require more specialist skills. Please ask for further information.

Do we pay expenses?

The Museum would not wish anyone to be out of pocket and will pay reasonable expenses for journeys carried out on behalf of the Museum, which must be authorised in advance. As with most organisations we would not pay home to work travel costs.

Do we provide training?

Most training is carried out in the Museum and often 'on the job'. Some more specialised training may be provided outside of the Museum when appropriate.

What about insurance?

The Museum is required by law to hold 'employees liability insurance'. This insurance extends to cover volunteers whilst 'working' at the Museum.

How do I become a volunteer?

Please complete and return to us the application form (available from the Museum or it can be downloaded from our website www.rayleightownmuseum.co.uk)

If your skills and availability match our current requirements we will then arrange an interview with you to discuss matters further.