

## 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 1<sup>st</sup> floor, 91 High Street, Rayleigh (above Pizza Express) and access is by lift. We are open Wednesday, Friday, Saturday, Sunday from 10.00am to 4.00pm. Our registered charity number is 1159405.

#### What do our 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 help our visitors to enjoy their visit.  
Stewards work either the morning session (9.45am to 1.00pm) or the afternoon session (12.50pm to 4.10pm) The stewards' rota is arranged a month in advance. Occasionally, additional openings for special events will also need to be covered and help will be greatly appreciated there too.
- **Cataloguing** Every object in our collection needs to be catalogued. This work is undertaken by a team who meet on a regular basis when the Museum is closed ( usually 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month). 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 will pay reasonable expenses whilst volunteering on behalf of the Museum, which must be authorised in advance. As with most organisations, we do not pay home to work travel costs.

#### Do we provide training?

Most training is carried out 'in house' 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 public liability and employers' liability insurance. (This covers volunteers whilst 'working' in the Museum.)

#### How do I become a volunteer?

Please complete the application form and return this to the Museum. This is available from the Museum or on our website [www.rayleightownmuseum.co.uk](http://www.rayleightownmuseum.co.uk).

Once we have received your completed application form, we will be in touch with you. Thank you.