

# Museum of Classical Archaeology

## Volunteer Role Description: Events Volunteer

---

### **What this role will entail:**

Volunteers in this role will be added to the Events Volunteer Register. When a volunteering opportunity arises, an email will be sent out to the Register. This opportunity may involve preparing for, advertising or helping out at an event. If a volunteer is interested, they just need to email back to let Museum staff know that they would like to help out.

### **Why the Museum of Classical Archaeology needs this role:**

The Museum runs a programme of regular events for adults and children, enabling us to engage with thousands of people every year. Help is sought for a variety of tasks, all of which contribute to the smooth running of events.

### **Volunteer tasks:**

- Engaging with visitors of all ages
- Helping out at events for adults: taking names at the door; serving refreshments; stewarding at larger events; requesting feedback
- Helping out at events for children: helping to facilitate craft, storytelling and other hands-on activities; stewarding at larger events; requesting feedback
- Setting up for and tidying up after events
- Photography: taking photos at events; obtaining permission forms
- Advertising events: uploading event details online; distributing posters
- Helping out at off-site outreach events elsewhere in Cambridge

## **What you will gain from this role:**

- Experience in museum education and outreach
- Chance to develop new skills
- Experience to enhance your CV
- Opportunity to support a range of different events
- Join a motivated and enthusiastic team
- Opportunity to ask for a reference after 20 hours voluntary work

## **Skills required:**

- Reliability
- Welcoming, friendly and polite manner towards visitors
- Willingness to help out with a variety of tasks
- Willingness to support the aims of the Museum of Classical Archaeology
- Ability to show initiative

## **Potential time commitment:**

An events volunteer may commit to helping as much as they are able to by responding to as many or as few opportunities as they like from those which are advertised to the Events Volunteer Register.

Please note: events primarily take place on weekdays, during the day or in the evening. We run very few events on weekends.

## **Location:**

Museum of Classical Archaeology, Sidgwick Avenue, Cambridge, CB3 9DA.

## **Responsible to:**

Martha Heemskerk, Museum Education and Outreach Coordinator. Contact: (01223) 767044 or [museum@classics.cam.ac.uk](mailto:museum@classics.cam.ac.uk).

## **Training and support:**

Training will be given by the Education and Outreach Coordinator for all tasks which the volunteer is asked to undertake.

## **Health and safety responsibilities:**

The volunteer will be provided with a risk assessment for any event at which they volunteer. S/he will be responsible for his/her own health and safety and that of those with whom they volunteer. The volunteer will not work unsupervised with children or vulnerable adults.

## **About the Museum of Classical Archaeology:**

The Museum of Classical Archaeology is one of the few surviving collections of plaster casts of Greek and Roman sculpture in the world. The collection of about four hundred and fifty casts is open to the public and housed in a purpose-built Cast Gallery on the first floor of the Classics Faculty. Rather than simply being a collection of copies, the real beauty of having all these pieces together under one roof is that the visitor can compare and contrast objects which he or she could never view together in the original.

## **About the University of Cambridge Museums (UCM):**

University of Cambridge Museums is a consortium of the eight University Museums, which works in partnership with the Cambridge University Botanic Garden and other Cambridge University collections. The University's collections are a world-class resource for researchers, students and members of the public representing the country's highest concentration of internationally important collections, all within walking distance of the City Centre.

## How to apply:

Applications are welcome from those aged 18+.

We manage our volunteers through the UCM Volunteer Makers Platform.

Registration take several steps:

1. Please sign up for an account here: <https://ucm.volunteermakers.org/my-account/register/>
2. Please register your interest for the *Events Volunteer at the Museum of Classical Archaeology Challenge* here: <https://ucm.volunteermakers.org/get-involved/museum-of-classical-archaeology/events-volunteer-museum-of-classical-archaeology/21/>
3. You will receive an email asking you to complete the final stage of registration. Please click on the link, where you will have the opportunity to tell us a little more about yourself and your interest in the role.

Events Volunteers will be invited to have an informal phone chat and to attend an induction before they are formally accepted as volunteers.