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Blackburn Museum
& Art Gallery

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BLACKBURN
with
DARWEN
BOROUGH COUNCIL



Volunteering at Blackburn Museum and Art Gallery

Information Pack

Volunteering at Blackburn Museum and Art Gallery

Blackburn with Darwen Borough Council places great value on the role played by volunteers and the Blackburn Museum and Art Gallery volunteer programme is vital in supporting the Museum's work.

We have a range of exciting opportunities for you to get involved both with the public and behind the scenes.

Our volunteering programmes are designed to inspire and benefit those taking part as much as they support the Museum. All opportunities have flexible commitment requirements and aim to provide a rewarding and enriching experience for all.

Opportunities:

We are currently looking for enthusiastic people who want to make a visit to the Museum special for everyone in the following roles.

- Volunteer Museum Gallery Steward
- Museum Visitor Engagement Volunteer

Contents:

- Volunteer Museum Gallery Steward Role Description
- Museum Visitor Engagement Volunteer Role Description
- Expression of Interest Form

If you require further information about volunteering at Blackburn Museum and Art Gallery please contact:

Suzanne Cunliffe
Museum Building Manager
01254 667130
museum@blackburn.gov.uk

Museum Visitor Engagement Volunteer

Role Overview

As a Museum Visitor Engagement Volunteer you will help museum visitors engage with the collections through object handling boxes, helping to plan and run our ever popular 'get crafty' free weekend and holiday workshops and creating museum trails.

You will have the opportunity to assist within the museum environment to interpret and converse with members of the public around stories covered in the museum displays.

You will be responsible for keeping the museum looking welcoming, completing visitor surveys and recording feedback as well as helping to think of new ideas of how to improve the visitor experience.

Tasks

- Supporting handling sessions
- Liaising with curators and education staff to create new handling box themes
- Keeping your workspace, object handling and craft areas tidy
- Help plan, prepare materials for and run our Get Crafty workshops
- Create museum trails
- Completing visitor surveys and recording feedback
- Guided Tours

Required Qualities

- Excellent communication and interpersonal skills
- Organisation skills
- Ability to carry out tasks with minimum supervision
- Ability to contribute effectively as part of a team
- Excellent understanding of the principles and delivery of customer care
- Adaptable to changes

Training

This post does not require the holder to have a DBS check.

Induction and relevant training for the role will be provided to successful candidates

Schedule (rota basis)

TERM TIME – Saturday afternoons

SCHOOL HOLIDAYS – Wednesday, Thursday, Friday and Saturday afternoons

SPECIAL EVENTS – As and when needed

Volunteer Museum Gallery Steward

Role Overview

As a Volunteer Museum Gallery Steward, you will provide a welcoming environment for visitors and assist with the security and protection of the Museum and its collections.

You will have the opportunity to assist within the museum environment to converse with members of the public around stories covered in the museum displays.

Tasks

- Provide a welcoming environment to Blackburn Museum and provide a high standard of customer service
- Invigilate galleries assisting with the security of the museum, prevention of loss or damage to the buildings, collections, displays
- Ensure the safety of visitors by following established Health and Safety and Fire Safety procedures
- Speaking to and helping visitors
- Help bring the museum and its stories to life and provide an excellent visitor experience
- Completing visitor surveys

Required Qualities

- Excellent communication and interpersonal skills
- Organisation skills
- Ability to carry out tasks with minimum supervision
- Ability to contribute effectively as part of a team
- Excellent understanding of the principles and delivery of customer care
- Adaptable to changes

Training

This post does not require the holder to have a DBS check.

Induction and relevant training for the role will be provided to successful candidates

Schedule (rota basis)

DURING MUSEUM OPENING TIMES - Wednesday, Thursday, Friday and Saturday afternoons, 12 – 3pm

SPECIAL EVENTS – As and when needed

Volunteer Expression of Interest Form Blackburn Museum and Art Gallery

Thank you for your interest in volunteering with Blackburn Museum and Art Gallery.
If you would like any help with filling out this form or have any questions about volunteering
please call 01254 667130 or email museum@blackburn.gov.uk.
All information given will be confidential.

Please indicate the volunteer role you are interested in:

Volunteer Museum Gallery Steward

☐

Museum Visitor Engagement Volunteer

☐

Your Details:

Title	Mr / Mrs / Ms / Miss / Dr / Other:
Forenames	
Surname	
Address	
Telephone Number	
Email	
Date of Birth	

Please tell us why you would like to volunteer at Blackburn Museum and Art Gallery and any relevant or previous experience and/or skills you can bring to the role.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

YES ☐ NO ☐

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

YES ☐ NO ☐

If yes please give details:

(The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account).

Special Requirements

(If you require any special arrangements to be made by us to offer you the role of volunteer/or if you have any medical conditions you'd like us to take into consideration, please specify below. This information is requested so that we may care for your needs and will be kept confidential).

Emergency Contact Details:

(Please give details of your next of kin to contact in case of emergency)

Name	
Telephone Number	
Email	

Your personal information provided on this form will be kept in accordance with the Data Protection Act 2018. Your information will be held securely and confidentially and accessed only by authorised persons.

I declare that the information I have provided is true and I am over 16 years old:

Signed

Dated

Please return your completed form to:

**Suzanne Cunliffe
Museum Buildings Manager
Blackburn Museum and Art Gallery
Museum Street
Blackburn
BB1 7AJ
or
email: museum@blackburn.gov.uk**