



## Volunteer Museum Assistant

### Summary

The Museum of Brands, Packaging and Advertising is a small, friendly museum of consumer culture located in West London. Our Volunteer Museum Assistants help us to run the museum on a day to day basis, providing a warm welcome to our customers and playing an essential part in our activities.

### Our Volunteer Museum Assistants support our Volunteer Coordinator, Museum Manager and Events Manager in the following:

- Welcoming customers, engaging with them and providing information about the museum and its collection.
- Gathering and processing customer information.
- Conducting online research for/with members of staff, building contact lists and helping with marketing campaigns.
- Selling museum merchandise and refreshments, and helping to keep the gift shop and cafe fully stocked and operational.

### Who we're looking for

We'd really welcome someone with an excellent command of English, who likes to engage in conversation with people.

Basic skills in Microsoft Office are essential as is the ability to use the internet to seek out and gather information, and a good telephone manner. We use online social media to promote our activities, so skills and experience in this area are desirable.

We'd also extend an invitation to anyone, in particular retired members of the local community, with a specific interest in social history to apply for this role.

### Training and support

We have an induction process, during which we give Volunteers the information we believe they need to enjoy their time with us. Training is mainly 'on the job', supported by an experienced Volunteer as well as the Volunteer Coordinator or the manager on duty.

Volunteers are given regular feedback and we remain open to suggestions on how we can improve the Volunteer experience.

### Availability

We are looking for Volunteers to give a suggested 4 hours per week, either a morning or an afternoon, and we are open to the public Tuesdays through Sundays.

### Additional information

We rely on our team of dedicated Volunteers to keep our museum running smoothly on a day to day basis, and there may be rare and brief occasions when fully trained volunteers will be in the museum with no manager present.

We invite anyone interested in this role to apply with C.V. and brief covering note to our Visitor Services Coordinator, Karin Kihlberg ([karin@museumofbrands.com](mailto:karin@museumofbrands.com))

**Please note: Applicants from some overseas countries are required to have a relevant work permit or student visa in order to volunteer in the U.K. We'll need to see this for our records before Volunteering can commence.**



## Volunteer Education Assistant

### Summary

The Museum of Brands, Packaging and Advertising is a small, friendly museum of consumer culture located in West London. Our Volunteer Education Assistants help us to deliver our taught workshops for Early Years and Key Stage Two at the Museum on Mondays, providing a warm welcome and a relaxed but professional learning environment.

### Our Volunteer Education Assistants support our Education Officer with the following:

- Setting up for school visits and preparing resources
- Leading/assisting school groups aged between 3 and 11 with curricular based activities, including interactive tours of our collection, handling sessions and practical craft based sessions
- Administrative tasks, including resource development and testing, marketing mail-outs, research and database work

### Who we're looking for

Excellent communication skills and the ability to work with children and adults effectively are a must for Volunteer Education Assistants, as are the ability and willingness to learn practical and informative methods of teaching young children.

Volunteers should be Health and Safety aware and have an active interest in the educational activities that the Museum of Brands has to offer, as well as an excellent level of commitment.

We would welcome candidates with a background in teaching and/or education and a good knowledge of History and/or Branding and Marketing is also desirable.

An excellent command of English and basic skills in Microsoft Office are also essential, as is the ability to use the internet to seek out and gather information, and a good telephone manner. We use online social media to promote our education activities, so skills and experience in this area are desirable.

### Training and support

Training is mainly 'on the job', supported by an experienced Volunteer as well as the Education Officer. Front of house training will also be provided by our Volunteer Services Coordinator on a day that the Museum is open to the public (Tuesdays-Sundays).

Other opportunities for relevant training outside of the Museum are passed on to the Education Team through the Education Officer.

### Availability

We are looking for Volunteers to commit to a full day on most Mondays during school term time. It is expected that Education Volunteers will commit to an alternative day during school holidays for a suggested 4 hours per week, either a morning or an afternoon.

We invite anyone interested in this role to apply with C.V. and brief covering note to our Education Officer Nia McIntosh ([nia@museumofbrands.com](mailto:nia@museumofbrands.com))

**Please note: Applicants from some overseas countries are required to have a relevant work permit or student visa in order to volunteer in the U.K. We'll need to see this for our records before Volunteering can commence.**