



## **Welcome Volunteer**

### **Why Cambridge Museum of Technology needs this role**

Welcome Volunteers are based in the Museum's shop. They provide a warm and friendly greeting to our visitors. They are also crucial in helping the Museum to raise revenue by selling tickets, shop stock, drinks, and snacks. They answer questions from visitors about the Museum and its services. Where necessary, they direct them to the appropriate member of Museum staff or volunteer.

### **What you would be doing**

- Making sure the shop is clean, fully stocked, and ready to receive visitors
- Welcoming visitors to the Museum and providing orientation information
- Selling admission tickets, shop stock, hot and cold drinks, and pre-packed snacks
- Using a till which takes cash and card payments
- Answering questions from visitors
- Helping to provide security in the Museum shop
- Assisting with the evacuation of visitors in an emergency

### **What is in it for you**

- Develop your skills and experience within a heritage organisation
- Join a motivated, fun, and enthusiastic team
- Gain valuable experience that will enhance your CV
- Meet new people within your local community
- Get the satisfaction of giving back
- Gain heritage sector contacts within a supportive environment
- Receive invitations to Museum private views and volunteer social events

## **We would like you to be**

- Polite, punctual, and reliable
- A team player
- Able to work unsupervised
- Willing to take responsibility
- Willing to participate in health and safety and security procedures
- Willing to learn how to use a till

## **Potential time commitment**

The time commitment is flexible. We organise a rota and allocate volunteers three hour shifts according to their availability and how many hours they would like to commit. Shifts are 9:30 to 12:30, 12:00 to 15:00, and 14:30 to 17:30, Wednesday to Sunday.

## **Training and Support**

All Welcome Volunteers will receive a general induction session, which provides an introduction to the Museum and its policies and procedures. You will also receive specific training on how to use the till, basic first aid, and child protection. You may take advantage of training from external organisations by agreement with the Curator.

## **About Cambridge Museum of Technology**

Cambridge Museum of Technology is an independent museum based in the city's Victorian sewage pumping station. We help people to explore, enjoy, and learn about their industrial heritage by celebrating the achievements of local industries and the people who worked in them. Our collections range from 19<sup>th</sup>-century steam engines to 20<sup>th</sup>-century scientific instruments and telecommunications equipment, all with a strong local connection.

We were awarded a major grant from the National Lottery Heritage Fund to transform the Museum. The redevelopment includes creating new displays about local industries and technology, repairing our historic boiler system to run the steam engines, and improving visitor facilities and disabled access.

## **To Apply**

Please complete an Expression of Interest Form and email it to [info@museumoftechnology.com](mailto:info@museumoftechnology.com). You can also post it to: Cambridge Museum of Technology, The Old Pumping Station, Cheddars Lane, Cambridge, CB5 8LD.

For further information, email [info@museumoftechnology.com](mailto:info@museumoftechnology.com) or phone 01223 500652.