

## **Volunteer Role Description - Seasonal Events Volunteer**

**Purpose of role:** Creswell Crags Museum welcomes visitors from across the country, to learn about humanities shared past, climate change and prehistory. As an Events Volunteer, you will help us development and delivery of events and activities, to maximise visitor enjoyment and interaction with the museum. This will involve collaborating with the Marketing & Events Officer to ensure all event reflect our brand, values and mission.

**Reports to:** Engagement & Programme Manager

**Working closely with:** Engagement & Programme Manager, Marketing & Events Officer

**Location:** Creswell Crags Museum and Prehistoric Gorge, Crags Road, Welbeck, Notts, S80 3LH

### **Main responsibilities and tasks:**

1. Support in the development of events ideas
2. Assist the Marketing & Events Officer in the creation of a events schedule.
3. Collaborate with museum staff and volunteers to develop content which can be used to market events via social media and our newsletter.
4. You will be a key part of the museum team and ensure that events are planned and compliment wider museum activities and that everyone feels informed.
5. Assist in the preparation of event spaces, and the post-event clear up.
6. Support in post-event evaluation, including the distribution of surveys after the event, or follow up emails.

### **Skills/Experience Required:**

- A friendly, approachable and confident in a busy environment.
- Ability to deal with basic enquiries.
- A willingness to attend training related to the role.
- A good attention to detail and ability to react quickly to changes, when required.
- An enthusiasm for the centre, and its values.
- Ability and commitment to volunteer on a regular basis, including weekends and evenings, where necessary.
- A co-operative approach to working with other volunteers and staff as part of a team.
- A commitment to supporting all visitors from across the community, and to providing additional support to those visitors who may need it.
- Ability to follow basic security procedures, for your safety and the safety of visitors and staff.

### **Useful Information**

**Cause Statement:** By striking at the core of what it is to be human we spark profound connections between people and planet. The deep past inspires us to leave better marks on the future.

### **Who are we:**

Creswell Crags is one of the most important Ice Age archaeological sites in the British Isles, caves found at Creswell Crags contain Britain's first verified example of Ice Age rock art, with images of animals and symbols dating to around 13,000 years ago. More recently, a discovery of witch marks in the cave, which was later discovered to be the largest collection of its kind in the UK, has open our story up to the medieval/early modern history of Creswell and the surround.

We strive to tell the stories of our shared past, the lives they lived and animals they encountered along the way. Through a modern Visitor Centre, with small museum of artefacts, café, education rooms, facilities and a gift shop, we offer bookable cave tours and special events reflective of this history and heritage.

**Our Volunteer Promise:**

Volunteers are an important and valued part of our team, and their commitment and enthusiasm appreciated and recognised across museum team. We commit to providing all volunteers with a meaningful, enjoyable and safe volunteering experience, that holds clear value for the future of the museum.

All volunteers will benefit from basic training, where necessary, to fulfil their role and take part in comprehensive induction for all new starters. Ongoing support will be available from staff responsible for the volunteer role, and the Fundraising & Community Engagement Officer, to help you grow and develop during your volunteer journey.

There will be regular volunteer meetings, including quarterly development meetings and a volunteer newsletter with news, activity and event updates. Volunteers will be reimbursed for reasonable out-of-pocket expenses for travel to the museum.