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| Classic Boat Museum Volunteer Role Outline Museum Guide |
| **Location**  You will be based at either the Gallery in East Cowes or the Boat Shed in Cowes. There may be times when we ask if you would like to cover at the site other than your normal place of volunteering. |
| **Times, days and frequency we’d like you to be available**  Ideally, we would like you to volunteer with us for one session a week. More sessions will be available if you can commit to them. The Boat Shed is closed to the public during November to March. If you would like to be based at the Boat Shed for most of the year, there will be the opportunity to come across to the Gallery during closure. This role can also be combined with additional roles we have on offer such as Front of House. We also hold volunteer coffee mornings, celebration events and training days. |
| **Line management**  Our volunteers are managed by the Chair/Deputy Chair. You will also have a key volunteer contact within your area who you can turn to for advice and support about your role. These ‘senior’ volunteers have been with us for a number of years and are a friendly face to help you within the day to day running of our museum. |
| **Purpose of role**  To bring the story of our maritime collection alive by engaging with our visitors around the museum. |
| **Tasks involved in this role**  Greet all people with a smile and a warm welcome as they enter the museum.  Actively engage with visitors, answering questions and directing them to exhibitions within the museum.  Supporting front of house staff as appropriate with large groups around the museum.  Supporting front of house staff with trails and visitor surveys where and when appropriate. |
| **Skills and abilities**  You do not need to know about boats or yachting! A passion and enthusiasm for the heritage and history of our Island would be useful but the most important part is that you like talking to people and making them feel welcome. This will require good communication skills and flexibility to engage with the many different types of people who visit our museum. If you do have any other specialist knowledge or skills that we might be able to use, then please do mention them to us. |
| **How we will support you**  We will provide you with a museum guide script and exhibition notes from which you can create your own knowledge base of our collection. From this you will be able to tailor your guiding to cover the areas within which you feel most confident or have the most skills and experience within. You will find that our volunteers are a friendly and supportive group who are passionate about our museum and are integral to its success. Volunteers take an active role in decisions relating to how our museum is run and are able to get involved in exhibitions and events throughout the year. As a volunteer with us you will receive complementary tea and coffee whilst volunteering and you and your family will receive free entry to the museum.  We offer opportunities to take part in training and hold regular volunteer events to say thank you for supporting us. |
| **Further Information:**  If you are interested in this or any other role, please contact us to discuss on:  Telephone: 07738 990 160  Email: victoria@maritimeisle.org  We look forward to hearing from you. |