

THE LIBRARY AND MUSEUM OF FREEMASONRY

Events Volunteer

Role description

The Library and Museum of Freemasonry delivers a varied programme of public events to help to engage a diverse audience with our collections, our building, and with freemasonry and its history more broadly. These include talks, 'Lates'-style events and open days; as the programme develops it may include other kinds of events too, such as family activities. The majority of these take place on evenings or weekends.

The purpose of this role is to help staff deliver these events smoothly, ensuring that visitors have a great experience.

Duties may include:

- Helping to set up furniture and equipment
- Welcoming visitors and checking tickets
- Providing information and directions and answering questions
- Supporting activity leaders
- Assisting with catering
- Helping to gather data for evaluation
- Helping to tidy up after the event

Person specification

This role will suit volunteers who are keen to work with the public in a busy, fast-paced events environment.

Volunteers may already have events experience which they are keen to share, or they may be looking to develop new skills in this area. Volunteers will have at least some of the following skills, experience and qualities but it is not expected that they will have all of them.

- Good communication and teamwork skills
- Committed to excellent customer service
- Able to assist with moving furniture and equipment
- An interest in volunteering in a heritage environment
- Enjoys working in a busy, demanding environment
- Available to volunteer evenings and weekends, perhaps once per month on average

What's in it for you?

- An opportunity to develop new skills in events delivery and public engagement
- Enjoying high-quality events relating to freemasonry, its history and wider significance
- An opportunity on an occasional basis to meet other heritage sector volunteers

The Library and Museum of Freemasonry is committed to equal opportunities and welcomes volunteers from all backgrounds. No prior knowledge of freemasonry is required.