

# THE LIBRARY AND MUSEUM OF FREEMASONRY

## Visitor Assistant Volunteer

The Library and Museum came into being in 1837 as the Library of the United Grand Lodge of England. It houses 60,000 books, periodicals, pamphlets and manuscripts on freemasonry and related subjects. It is also the repository for the archives of the United Grand Lodge of England and the Supreme Grand Chapter of England and their predecessor bodies. The Museum contains an extensive collection of objects with Masonic decoration including pottery and porcelain, glassware, silver, furniture and clocks, jewels and regalia.

## Role description

The purpose of the role is to ensure that every visitor has the best possible welcome and experience when visiting the Library and Museum of Freemasonry.

Duties may include:

- Provide a warm visitor welcome, communicating key information
- Answer visitors' questions and engage them with the collections
- Invigilate museum galleries
- Assist with administrative tasks
- Assist library users
- Assist with guided tours

## Person specification

This role will suit volunteers who are keen to interact with the public within a Museum and Heritage environment, and have an interest in learning about Freemasonry and its heritage.

Volunteers may already have experience working in an archive, library or museum, 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 are not expected to have all of them.

- An interest in volunteering in a heritage environment.
- Enjoys interacting with members of public from all over the world.
- Good Communications skills.
- Enjoy working as part of a team.
- Knowledge of other language would be particularly welcome but not essential.
- Available to volunteer weekdays or weekends, on a regular basis.

## What's in it for you?

- An opportunity to get experience of customer service within a Library and Museum.
- Learn about and gain knowledge of Freemasonry and our collection.
- The opportunity to be part of a friendly and welcoming team.

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