

The Stained Glass Museum

Volunteer Role Description

Volunteer Role Title: Volunteer Technician / Carpenter

Volunteer Supervisor: Curator

Hours: Flexible, but ideally 1-2 days a month

Technician/Carpenter

We are currently seeking help from a skilled volunteer willing to put their talents to help with improving museum facilities as well as bigger projects. Work will be varied and may include making frames for notices, storage units, display plinths for new acquisitions. You may also help install new displays.

You'll be using your carpentry skills and talents for the benefit of visitors to the Stained Glass Museum . The museum does not have a carpentry workshop and so ideally you would have access to a workshop from which you can work.

What is involved?

- Delivery of costumed interpretation to schools at The Stained Glass Museum
- Engaging and encouraging pupils to participate in role-play activities
- Setting up and clearing away resources used during performances
- Contributing to the development of costumed interpretation sessions at The Stained Glass Museum

When do I need to be available and what is the expectation?

We are flexible about how much time you give us, but ideally volunteers should to be available for 1-2 days a month. To enable the best outcomes for volunteers and the Museum it is hoped that volunteers stay in the role for a minimum of six months, but this role is ongoing.

Where will the role be based?

As the Stained Glass Museum does not have a carpentry workshop, the volunteer would need to have access to a workshop and tools. Some tools may be available at The Stained Glass Museum, which is located in the South Triforium, Ely Cathedral, Ely CB7 4DL. Please note the Museum is only accessible via a spiral stone staircase of 40 steps.

What type of supervision will the role have?

The role will be supervised by the Curator, who will support and guide tasks. Regular review meetings will be provided in order to discuss progress and get feedback individually. The Curator will also try to resolve any issues or concerns the volunteer may have, as well as support the volunteer to access opportunities for development.

We are looking for volunteers who:

- Are reliable, friendly and enthusiastic about the role
- Possess good carpentry and other technical skills. Ideally you will have some experience of, or aptitude for, making wood products, and working in other materials.
- You'll also need to be willing to take on small maintenance projects as well as big projects as well as the occasional challenge.
- Have the ability to follow a clear brief and work on their own initiative

- Can demonstrate good communication and interpersonal skills
- Are creative and resourceful

What we will provide:

- A full induction and ongoing training necessary to the role
- Out-of-pocket expenses (including travel) where receipts are provided, please see the Volunteer Handbook for details
- A named Volunteer Supervisor, with regular supervision meetings

Benefits of volunteering with us:

- Indulge your love of heritage with 'behind-the-scenes' access to the UK's only museum dedicated to stained glass
- Learn about the collection and work on creative projects with museum professionals, developing valuable work-related skills and practical experience
- Meet new people and have fun
- Be part of a close-knit team
- Be reimbursed for reasonable travel expenses
- Attend special volunteer events at the Museum
- Enjoy free entry to The Stained Glass Museum for the duration of your volunteering role

We hope you will:

- Meet time commitments and standards agreed, and let your named Volunteer Supervisor know if you are unable to provide the support agreed.
- Abide by the policies, procedures, and guidance contained within the Volunteer Handbook.

References:

Two references will be required from individuals over the age of 18.

This role may also require a basic DBS check, which will be paid for by The Stained Glass Museum.

How to apply:

If you wish to apply for this role, or would like to discuss it in more detail, please contact:

Name: Jasmine Allen, Curator

Tel: 01353 660347

Email: curator@stainedglassmuseum.com