

## **Volunteer Exhibition Assistant**

### **General background**

Orleans House Gallery is based on the Riverside in Twickenham and provides arts for everyone, including exhibitions, arts festivals, family education programme and partnership programmes with a wide range of cultural organisations. It is part of the Heritage Hub along the Riverside and is open 10-5 Tuesday- Sunday.

### **Role description**

This role is based in the Main Gallery and Stables Gallery exhibition spaces.

- Welcoming and engaging with visitors
- Providing visitors with detailed information about the current exhibition and wider Richmond Borough Art Collection
- Helping to maintain the security of the artworks and gallery space
- Assisting the Curatorial team with exhibition related tasks during change over periods as required
- Encouraging visitors to leave feedback relating to their experience

The expected time commitment to fulfil this role is at least one morning or afternoon every week, including some weekends.

### **Training opportunities**

A number of training opportunities will be available for volunteers in this role including:

- Special Curatorial / Artist talk at the start of each exhibition
- History of the site and collection
- Customer service
- Health and safety
- Manual handling
- Object / artwork handling

### **Desirable qualities and experience**

- Experience of dealing with members of the public
- Knowledge of the local area and its history
- Enthusiasm for history, art and/or heritage
- Good spoken English
- A helpful attitude
- Willingness to learn
- Enjoys being part of a team
- Ability to complete tasks independently
- Confident when meeting new people
- Good time keeping