

Volunteer

Role Description



Background:

Two Temple Place is a magnificent neo-gothic mansion on London's Victoria Embankment, which is owned and run by The Bulldog Trust. The building becomes an exhibition venue for three months each year to host our winter exhibition programme, showcasing publicly-owned museum collections from around the UK. We rely on our friendly and enthusiastic team of volunteers to make these exhibitions possible.

Volunteers provide support in a front of house role by:

- welcoming visitors
- providing information about the building, the exhibition and events programme
- helping us run the exhibition shop
- looking after the gallery spaces
- ensuring the safety of visitors and exhibition objects

Shift patterns:

Volunteer shifts correspond to the opening times of the exhibition (10:00 - 16:30) and are split into morning and afternoon sessions, as well as Wednesday evenings, when we are open until 9pm. We ask volunteers to commit to a minimum of one shift per week, in the form of one morning, afternoon or evening (Wednesdays only). Each shift includes a 20 minute break. We also sometimes ask volunteers to help us with running our exhibition events, which generally take place during weekday evenings.

Recruitment:

Our recruitment process is structured as follows:

1. Volunteer opportunities are advertised during October-November.
2. Open days are held in November / December, to give us an opportunity to meet prospective volunteers and answer questions about our exhibitions and the volunteer role.
3. We ask prospective volunteers to complete an application form, including references.
4. Successful applicants are invited to training in January.

We look to recruit volunteers who are:

- friendly & polite
- helpful & proactive
- punctual & reliable
- keen to learn

We are fully committed to equal opportunities and encourage applications from everyone.

Training and Induction:

Volunteer training sessions take place in January and include:

- The history of the building
- An introduction to the exhibition
- Visitor services guidance
- An introduction to the exhibition shop
- How to use two-way radios (for communicating in the building)
- Fire, health and safety procedures

We provide continuous 'on the job' training during gallery opening hours as part of the volunteer induction process and also hold dedicated shop training sessions. We aim to be as helpful as possible and adapt training to each volunteer's needs and interests. We also offer tour guide training to experienced volunteers who are interested in leading tours of the building in the future.

Expenses:

Unfortunately Two Temple Place is unable to offer expenses to volunteers but we do aim to create a welcoming, inclusive, flexible and fun volunteering experience.

Benefits:

There are many benefits to volunteering at Two Temple Place, including:

- Training and references (visitor services, retail and art gallery experience)
- An opportunity to meet new people and interact with the public
- An insight into the management of our exhibition programme
- Discounts on purchases in our exhibition shop
- Volunteers' party

If you have any questions about volunteering at Two Temple Place, please do not hesitate to contact Alex Edwards by phone: 020 7240 6044 or email: volunteer@twotempleplace.org

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The Bulldog Trust

Two Temple Place is part of The Bulldog Trust
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