

Two Temple Place

Gallery Steward

Volunteer Role Description



Two Temple Place is a magnificent neo-Gothic gem in central London, now owned by the Bulldog Trust, but built in 1895 by William Waldorf Astor, then the world's richest man and part of a complex historic dynasty. In 2011 we opened our first annual free exhibition, and since then exhibitions have attracted 350,000 visitors. We now also run a growing programme of cultural and community events designed to open our doors more often, to more people. We rely on our friendly and enthusiastic team of volunteers to make our free 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.

Volunteer Recruitment:

Our recruitment process is structured as follows:

- Volunteer opportunities are advertised during October-November.
- 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.
- We ask prospective volunteers to complete an application form, including references.
- Successful applicants are invited to training in January.
- The annual exhibition takes place January - April.

We look to recruit volunteers who are:

- Friendly & polite
- Helpful & proactive
- Punctual & reliable
- Keen to learn & enthusiastic

We want our building and activities to reflect a variety of voices, opinions, skills and social and cultural experiences. Two Temple Place welcomes applications from the widest possible range of people and is keen to encourage interest from candidates from communities that are currently under-represented in the industry.

We welcome people of all abilities and offer a supportive environment for those with additional needs. We provide all training for the role; no prior volunteering or museum/gallery experience is needed just enthusiasm and commitment!

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.

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 gallery experience)
- An opportunity to meet new people from different backgrounds
- An insight into the management of our exhibition programme
- Discounts on purchases in our exhibition shop
- An annual Volunteers' party at Two Temple Place
- Exclusive visits to other museums/galleries and cultural venues in London
- The opportunity to make new friends and share your enthusiasm
- The opportunity to become part of a supportive team and community
- Free VIP access to curator tours

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