

Two Temple Place

Gallery Steward Volunteer

Role Description



Two Temple Place is a magnificent neo-Gothic gem in central London, built in 1895 for William Waldorf Astor. In 2011 we opened our first annual free exhibition, and since then exhibitions have attracted 400,000 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 more than 140 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 exhibitions, and events
- Helping us run the exhibition shop
- Looking after the gallery spaces
- Ensuring the safety of visitors and exhibition objects

We look to recruit volunteers who are:

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

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 gallery experience is needed just enthusiasm and commitment!

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

Benefits to volunteering with us:

- Training, work experience (visitor services, retail, and gallery experience) and references for other roles
- An opportunity to meet new people from different backgrounds
- Discount 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
- Access to curator tours

Shift patterns:

- Volunteer shifts correspond to the opening times of the exhibition (11am – 6pm) and are split into morning and afternoon shifts
- We are closed on Mondays
- We are open late on a Wednesday (9pm) and close early on a Sunday (4.30pm)
- We ask volunteers to commit to a minimum of one shift per week, however we are happy to discuss individual needs and therefore encourage applications from everyone
- Each shift includes a 20-minute break (teas/coffees & biscuits are provided)

Day	AM		PM		Evening	
Tuesday – Saturday:	10.45 – 14.30		14.15 – 18.15			
Wednesday:	10.45 – 14.30		14.15 – 18.15		18.00 – 21.15	
Sunday:	10.45 – 14.00		13.45 – 16.45			

Our volunteer recruitment process is structured as follows:

October: volunteer opportunities are advertised.

Early December: open days are held 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.

Early January: successful applicants are invited to training in January.

Late January – April: The exhibitions take place.

If you have any questions about volunteering at Two Temple Place, please contact Fay McDermott: 0207 836 3715 or volunteer@twotempleplace.org