

Two Temple Place

Gallery Steward Volunteer

Role Description

Two Temple Place is a magnificent neo-Tudor 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 welcomed 460,000 visitors. We 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 180 volunteers to make our free exhibitions possible. We are recruiting volunteers for our 2026 exhibition, [*The Weight of Being*](#), which will explore the profound ways in which external pressures shape artistic expression, mental health, and resilience, highlighting the power of art as a means of expression, resistance, and survival.

Volunteers provide support in a front of house role by:

- Welcoming and engaging with visitors
- Ensuring the safety of visitors and exhibition objects
- Providing information about the building, the exhibitions, and events
- Looking after the gallery spaces
- Helping us run the exhibition shop (optional)

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)
- Policies & procedures
- Fire, health, and safety procedures

Benefits to volunteering with us:

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- Training and work experience (visitor services, retail, and gallery experience)
- 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
- Access to curator tours
- The opportunity to make new friends and share your enthusiasm
- The opportunity to become part of a supportive team and community

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 Wednesdays (9pm) and close early on Sundays (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 (tea, coffee, and 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 a volunteer availability form, including references.

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

Late January – April: The exhibition take place.

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

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