

Volunteering for Events

Why are we asking for volunteers?

We need your help to build a knowledgeable team of volunteers to assist with our events programme planned for 2018 and beyond. The varied nature of our events requires individual resourcing and without our volunteers we would not be able to achieve our visitor expectations.

Our Events Volunteers cover a variety of tasks, some of which need regular and quite frequent attendance, such as office administration, and others that are event specific and require most attention around the time of each event.

As part of the Events Team you might:

- Assist in the pre-planning of events, to include research, resource and logistics;
- Work on booking systems for re-enactors, vehicles and traders;
- Help to stage manage the visitor experience, by setting-up and breaking-down appropriate props and equipment required to give context to the events;
- Help on event days by directing and assisting visitors to get the best out of their day;
- Help events run smoothly in all ways, working closely with other event team members and staff and volunteers from other departments;
- Assist in the organisation and maintenance of the events storage facilities.

As part of this busy department you will need to:

- Have an enthusiastic attitude to the Museum's events programme;
- Have an interest in working with people;
- Be reliable and flexible;
- Be able to work with minimum supervision, as part of a team
- Have good interpersonal skills.

How do you benefit?

- Being part of a team with a dynamic role within Crich Tramway Village
- Becoming part of a friendly and dedicated museum community
- Using your own skills and finding and developing new ones
- Volunteer achievements being transferrable to the world of work
- Learning more about Crich Tramway Village and its foundations
- A meal is provided for anyone volunteering for a full day

How much time do you need to give?

Events run throughout the whole of the season for either one day, weekends (inc. Bank Holidays), or extended week-long events. Most events are during the day, but there are a growing number of evenings. How much time you want to give is dependent on you, but we would hope that you would be fully committed to Crich Tramway Village for whatever time you have agreed, no matter how short or long a time that is.

Training

This role is purely voluntary and this arrangement is not meant to be a legally binding one nor an employment contract.

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New volunteers attend a general induction day that deals with the Museums regulations and general matters. In addition, training in safeguarding, disability awareness, and customer service will be given.

As our Events Programme grows and changes from year to year we will be looking for new Event Leaders for 2019. We hope that some of you who join the team this year will move into leadership roles next year, once you have become familiar with the Museum and gained some knowledge of what goes into making a successful and memorable event for our visitors.

What to do next

If you are interested in coming and helping with events please let us have some information about yourself and what things you might be interested in. Please include a telephone number where you may be reached, and if you have commitments, the best time for us to contact you.

Please email: Karen Willis, Events Co-ordinator at Karen.willis@tramway.co.uk

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