

Volunteer at The PWRR and Queen's Museum

Become a part of our dedicated team of volunteers working in varied roles at. Through volunteering at The PWRR and Queen's Museum you can:

- Learn new skills
- Work as part of a friendly team
- Be a part of your community
- Meet new people
- Boost your career options
- Gain free entry into the museum and Dover Castle

Volunteer roles at The PWRR and Queen's Museum include:

Admin Volunteer

You will provide invaluable support with a wide variety of administrative duties covering fundraising, marketing and social media. Work could include updating databases, mail outs and filing. You will also possibly get involved with wider museum marketing such as leaflet and poster distribution. [See full Role Description p3]

Collections Volunteer

You will be part of an enthusiastic team of volunteers helping to conserve and care for the diverse collections which include medal, uniforms, art, weapons, photographs and much more. Projects include documenting collections, photographing artefacts, editing images, updating the collections database and care of collections. [See full Role Description p4]

Visitor Engagement Volunteer

You will be part of an enthusiastic team of volunteers enhancing the visitor experience of The PWRR and Queen's Museum. You will welcome visitors and help them engage with the collections and exhibitions. Engagement Volunteers work within the galleries helping to interpret the collections for a variety of different audiences. Engagement Volunteers also help to protect the collections by being vigilant with regard to safety and security. [See full Role Description p5]

Outreach Volunteer

You will assist key audiences in engaging with the museum and its collections through our outreach programme both at the museum and across Kent. Session at the museum may include craft making, storytelling, drama and music. Events outside of the museum involve running a stall with promotional material, object handling, and reminiscence workshops. [See full Role Description p6-7]

Maintenance Volunteer

You will help to maintain and improve the interior of the museum's Grade I listed building, situated in the Keep Yard of Dover Castle. As part of a small team you will assist with the routine upkeep and maintenance of the museum, and planning of future improvements to the building. [See full Role Description p8]

Other volunteering opportunities

If you have other skills that you would like to offer that aren't covered by the roles listed above, then do let us know.

What next

We would love to hear from you if you think any of these roles would interest you or if you have other skills that you can offer. We are flexible with the time you can commit and will provide full training and support.

Please read the following full role description for the different volunteer roles.

Then complete a **Volunteer Application Form** and **Volunteer Monitor Form** and return to Catherine Holt.

Contact details

Catherine Holt, Assistant Curator

Email: pwrqueensmuseum@btconnect.com

Phone: 01304 240121

PWRR and Queen's Museum

Dover Castle

Castle Hill

Dover,

CT16 1HU

Volunteer Role Description – Admin Volunteer

Title of role	Admin Volunteer
Purpose of role	You will provide invaluable support with a wide variety of administrative duties covering fundraising, marketing and social media. You will also possibly get involved with wider museum marketing such as leaflet and poster distribution.
Availability of role	We are particularly looking to recruit volunteers with fundraising, marketing and social media experience.
Main activities/ tasks	Tasks could include: <ul style="list-style-type: none"> • Assisting with evaluation • Conducting research on different areas of marketing, fundraising and social media • Filing • Overseeing mailouts • Updating databases
Skills/ interests needed	<ul style="list-style-type: none"> • Attention to detail • Methodical working manner • Computer skills • Ability to follow guidelines and respond to constructive criticism • Reliability • A friendly nature • An interest in the museum and willingness to learn about it • Ability to work on your own or as part of a team
Training offered	Training will include the following: <ul style="list-style-type: none"> • Tour of the museum • Comprehensive Induction process covering the fire evacuation procedure and responsibilities of volunteers • Role specific training
Time commitment requested	Ideally 2.5 hours weekly either morning or afternoon.

Volunteer Role Description – Collections Volunteer

Title of role	Collections Volunteer
Purpose of role	You will be part of an enthusiastic team of volunteers helping to conserve and care for the diverse collections of the PWRR and Queen's museum.
Availability of role	This role is very popular and can become full up. Your name can then be added to a waiting list.
Main activities/ tasks	<p>Tasks could include:</p> <ul style="list-style-type: none"> • Accurately document the location and nature of the artefacts in the museum collection stores • Provide accurate measurements of objects as required • Handle museum objects in a careful and considered manner • Enhance the collections database Modes • Improve the existing collections storage • Photograph artefacts in the museum's collections and edit images to be uploaded onto the museum website • Additional research on objects as and when required
Skills/ interests needed	<ul style="list-style-type: none"> • Attention to detail • Methodical working manner • Computer skills (if role involves working on the collections database or editing photographs) • Reliability • A reasonable level of physical dexterity • Ability to follow guidelines and respond to constructive criticism • An interest in the museum collections and willingness to learn about them • Ability to work on your own or as part of a team
Training offered	<p>Training will include the following:</p> <ul style="list-style-type: none"> • Tour of the museum • Comprehensive Induction process covering the fire evacuation procedure and responsibilities of volunteers • Role specific training
Time commitment requested	Ideally 6 hours weekly. We would welcome an initial commitment of 6 months.

Volunteer Role Description – Visitor Engagement Volunteer

Title of role	Visitor Engagement Volunteer
Purpose of role	You will be part of an enthusiastic team of volunteers enhancing the visitor experience of the PWRR and Queen’s Museum.
Availability of role	We are usually able to accommodate new Visitor Engagement Volunteers. However, volunteers may need to be flexible with the shift time that they would like.
Main activities/ tasks	<ul style="list-style-type: none"> • Welcome visitors into the museum • To be friendly and informative • Engage with visitors and answer questions about the exhibits (add an extra layer of information to the visitor experience) • Direct visitors around the rest of the museum space • To assist visitors including families and children with museum interactives • To maintain a level of tidiness and order around the museum • To assist with the flow of visitors (particularly in busy periods) through the museum • To be vigilant at all times with regard to safety and security with the collection and visitors • To understand and comply with the fire evacuation procedure • To undertake visitor surveys on behalf of the museum
Skills/ interests needed	<ul style="list-style-type: none"> • An interest in PWRR and Queen’s Museum and its collections and exhibitions (and a willingness to learn about this) • Enjoyment of working with the public • Ability to communicate effectively with different audiences • Polite and approachable • Reliability • A friendly nature • A reasonable level of physical dexterity (NB this role will involve standing for periods of time and walking around the museum and includes going up and down stairs).
Training offered	<p>Training will include the following:</p> <ul style="list-style-type: none"> • Tour of the museum • Comprehensive Induction process including the responsibilities of volunteers • Role specific training which includes Fire and Security Training • Regular Briefings on exhibitions • Visitor Services training • Accessibility training
Time commitment requested	A regular weekly or fortnightly shift of 5 hours.

Volunteer Role Description – Outreach Volunteer

Title of role	Outreach Volunteer
Purpose of role	You will assist audiences in engaging with the museum and its collections through our year long programme of events both at the museum and across Kent.
Availability of role	We are usually able to accommodate new Outreach Volunteers.
Main activities/ tasks	To support our programme of events throughout the year delivered at the museum. Main duties will include: <ul style="list-style-type: none"> • Setting up the event space • Keeping the event space clean and tidy throughout the day and the equipment well stocked • Possibly documenting the event through photography • Possibly carrying out evaluation of the event • Clearing up the event space at the end of the day • Helping to manage a stall with promotional material • Assisting with the set-up and take down of the stall • Interacting with the general public to promote the museum • Engaging the general public with artefacts from the collection • Interacting with family groups through quizzes and 'make-and-take' activities
Skills/ interests needed	<ul style="list-style-type: none"> • Experience and enjoyment of working with children and families • Enjoyment of family events such as craft activities, storytelling, drama and music • Ability to communicate effectively with different audiences (e.g. children of different ages and abilities; parents and carers) • Ability or willingness to learn about the PWRR and Queen's Museum, its collections and building • Reliability and a friendly nature • A reasonable level of physical dexterity (NB this role will involve standing and carrying material for setting up sessions or stalls)
Training offered	Training will include the following: <ul style="list-style-type: none"> • Tour of the Museum • Comprehensive Induction process covering the fire evacuation procedure and responsibilities of volunteers • Event specific training will be given by the member of staff or artist leading the session
DBS check and references	As this role involves working with families we may undertake a DBS check and take up references.
Time commitment	We are flexible with the time that volunteers can commit for

requested	<p>this role. You will be added to a list of Outreach Volunteers and will be emailed when an event is approaching to see if you are available to help.</p> <p>We would however ideally welcome an initial commitment of 6 months.</p>
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Volunteer Role Description – Maintenance Volunteer

Title of role	Maintenance Volunteer
Purpose of role	You will help to maintain and improve interior of the museum's Grade I listed building, situated in the Keep Yard.
Availability of role	This role is very popular and can become full up. Your name can then be added to a waiting list.
Main activities/ tasks	Tasks could include: <ul style="list-style-type: none"> • Painting and decorating • Assisting in planning of future improvements to the
Skills/ interests needed	<ul style="list-style-type: none"> • Knowledge and experience desirable, but not essential • An interest in DIY • Reliability • Ability to work on your own or as part of a team • Physically able
Training offered	Training will include the following: <ul style="list-style-type: none"> • Tour of the museum • Comprehensive Induction process covering the fire evacuation procedure and responsibilities of volunteers • Role specific training
Time commitment requested	We are flexible with the time that volunteers can commit for this role. We would welcome an initial commitment of 6 months.