Role Description: Ashmolean Members’ Activities Volunteer

Membership at the Ashmolean
The Membership Office looks after approximately 8,000 members of the Ashmolean, who support the Museum through gifts, acquisitions, and grants. The Membership Office is staffed by the Membership Manager, the Membership Officer, and two volunteer teams: the Membership Subscription Team and the Members’ Activities Team. Members of the Museum have access to various benefits, including a special programme of events, which the Activities Team organises.

What the Members’ Activities Team does
The team of 7 volunteers works closely together to ensure that there is an interesting and varied set of events and activities evenly spaced throughout the year. This includes:
- planning and delivering museum-based events, e.g., talks and Members’ Evenings
- organising and accompanying Members on off-site visits, e.g. to local events and to other museums and heritage sites
- encouraging social interaction among Members
- promoting membership and member loyalty and thereby contributing towards profit generation

What Members’ Activities Volunteers do
Volunteers individually research, plan, and deliver one or two activities within each programme of events. This includes:
- booking Museum staff or other speakers to give talks or tours
- identifying suitable venues or events for off-site visits
- making any other practical arrangements, e.g. booking rooms or transportation, as required
- calculating costs and liaising with the Ashmolean Finance Team about payments
- creating copy for the programme
- completing a risk assessment for the activity
- leading the event (usually supported by another volunteer)

Volunteers also regularly meet and work together with other team members. This includes:
- helping to process event applications where applicable
- dealing with phone messages and emails
- coordinating the Members’ Christmas Party, a major museum-based event

We are looking for volunteers who:
- are friendly, polite, and keen to share their passion for the Museum
- pride themselves on their written and verbal communication
- are ‘doers’, who enjoy working methodically: following procedures and completing tasks in a timely, orderly, accurate way
- have basic computing skills, including familiarity with email, spreadsheets, and word processing
- demonstrate good teamwork and initiative
- are flexible; the amount of time you spend volunteering will vary from week to week, and may include working from home or in the Members’ Office
- can typically commit to attending a monthly meeting
- have – or are willing to develop – an understanding of event budgeting, health and safety, and information security
Training

- We will provide a training and induction programme for all new volunteers, as well as ongoing support during your time with us.
- There are also regular volunteer and staff meetings – as well as occasional spaces available at private views and talks – to help keep you up-to-date with developments, exhibitions, and research at the Museum – all of which may be useful for informing activities.

Why you might enjoy this role

There is the opportunity to:

- develop and use customer service and admin skills on behalf of a wonderful museum
- be part of a dynamic, passionate, sociable team
- meet new people, visit new places, and learn new things
- experience life behind-the-scenes at the Museum

Other practicalities

- The team is headed by a Team Lead. Responsibility for overall supervision sits with the Membership Manager.
- Due to the nature of the role, the amount of time volunteers spend per week varies and is difficult to estimate. Expect to volunteer at least 5 hours per week, up 16 hours per week.
- Some of the work can be done at home (with your own equipment), but volunteers should be willing and able to visit the office on a regular basis.
- Space in the Membership volunteers’ office is available Monday and Thursday afternoons, and all-day Tuesdays and Fridays; The Activities Team Lead coordinates office usage amongst the team.
- This role is largely desk-based.
- We are ideally looking for volunteers who can commit at least several months, although there will be an initial review period following the first four-month cycle.
- This role is open to volunteers aged 18+.
- This role is not regulated activity and therefore does not require an additional safeguarding (DBS) check.
- This role will require a Right to Work check.
- We are happy to reimburse travel expenses up to a maximum of £4.30 per session upon receipt of travel tickets.
- Volunteers are welcome to use tea/coffee making facilities /break room

How to apply

To apply to join the team, please email the Activities Team at foam@ashmus.ox.ac.uk by 26 November, explaining briefly (in no more than 350 words) why you would like to be involved, how your previous experience will help in this role, and what you feel you would bring to the role.

A long list of possible candidates will be drawn up during December. These candidates will be invited to an informal group meeting with members of our current team in early January. At this meeting the role will be discussed, and any questions answered.

A short list of candidates will then be selected for an interview in early to mid-January, and decisions will be made by the end of January at the latest. The successful candidates will be invited to start as volunteers in the Activities Team as soon as possible after that.