



## **Kegworth Heritage Centre General Volunteer Role Description**

It's an exciting time at Kegworth Heritage Centre to open the doors for our second season since reopening last year. We want to expand our amazing team of volunteers to continue to build on our success in making KHC a community centre for all to enjoy and benefit from. As a General Volunteer you will be involved in:

- Helping to get KHC ready for the new season including designing and building new displays
- Acting as a steward when the museum is open to the public
- Organising and participating in fundraising events and educational opportunities and helping with fundraising activities

We are particularly looking for people to help with some of the many back-office activities which are required to keep KHC operational. Much of this work can be performed remotely but will require a working knowledge of computer and office systems – mostly Windows and Microsoft Office – but Apple folk are also welcome! We need support with:

- Updating our policies, processes and procedures
- Cataloguing and digitising the KHC Collection
- Developing content for our social media accounts and website

### **Personal development opportunities**

- Gain experience of the heritage sector and in supporting the running of a volunteer led museum
- Be part of a local community hub and meeting new and like-minded people

### **Is this you?**

- Willing to learn about Kegworth Heritage Centre, its collections and displays and operations
- Friendly, reliable and enthusiastic and able to work as part of a team
- A passion for the work of the museum and the ability to enthuse others
- Have a good working knowledge of office IT systems and access to a computer

**If this sounds like you, or you would like to find out more, please get in touch by contacting us at [ally@kegworthmuseum.org.uk](mailto:ally@kegworthmuseum.org.uk)**