



UNIVERSITY OF CAMBRIDGE
MUSEUMS
& BOTANIC GARDEN

Twilight at the Museums Volunteer
at the University of Cambridge Museums
Wednesday 15th February 2017, 4.30 – 7.30pm

We need you! We are looking for enthusiastic, welcoming volunteers to help with the University of Cambridge Museums' *Twilight at the Museums* on the evening of Wednesday 15th February 2017, 4.30 – 7.30pm.

What is Twilight at the Museums?

It's an after-hours event for families comprising of free drop-in and bookable events in venues across the city. Organised by the University of Cambridge Museums, the evening provides an opportunity to explore museums and collections in a unique way after dark. As well as activities taking place inside, we will also have light installations and activities outside.

Last year, *Twilight* attracted almost 15, 000 visits across the museums, and we are looking for a team of friendly, enthusiastic people to help members of the public - especially families - get the most from the evening.

Find out more about Twilight at the Museums at www.cam.ac.uk/museums/twilight
Find us on Facebook *Cambridge University Museums*
Follow us on Twitter *@CamUnivMuseums*

Volunteer Opportunities are available at:

Cambridge University Botanic Garden
Whipple Museum of the History of Science
The Polar Museum with Museum of Zoology
Sedgwick Museum of Earth Sciences
Museum of Archaeology and Anthropology
The Fitzwilliam Museum with Kettle's Yard
University of Cambridge Museums 'Twilight Team'

Volunteer tasks may include:

- Handing out leaflets/maps
- Directing families between museums
- Answering questions
- Managing queues
- Assisting in evaluations
- Assisting in clearing up (taking down posters, picking up litter)
- Setting up and clearing away visitor activities
- Greeting visitors and providing directions/information

- Registering visitor numbers
- Safeguarding free-standing objects
- Assisting Museum staff to ensure a good visitor flow, and manage overcrowding in the museums
- Assisting families with workshops/activities
- Assisting in evaluations

Please note that many of the roles available will be positioned outside and will require you to dress appropriately for the weather. Hand warmers, regular breaks and refreshments will be provided.

Skills required

- Confidence to interact in a friendly and enthusiastic way with members of the public, especially families with children.
- Ability to work without direct supervision throughout the night, taking initiative where necessary, and ensuring a positive representation of the museums to the public.
- Volunteers from all backgrounds and experience are welcome, but those interested in gaining experience working in events, customer- service, education or museums/heritage settings may find this role particularly useful.

What you will gain from this role

- Practical experience working with museum visitors and staff
- Join a motivated, fun and enthusiastic team
- Gain valuable experience that will enhance your CV
- Meet new people within your local community
- Gain cultural sector contacts within a supportive environment

Please note, you will be on your feet for most of your time although breaks will be given.

Time commitment: Minimum of 4 hours on the day of the event

Location: Various University of Cambridge Museums, all within a short walk of the town centre

Responsible to: Museum activity coordinator

Training and Support

We will provide you with relevant training relevant for the particular museum and role you will perform. You may also be asked to attend an Introduction Session at the museum **3.30-4.30pm Wednesday 25 January 2017**. Additionally, depending on your role for the evening, you may be required to attend an additional briefing/training session with an individual museum or organisation.

Health and safety responsibilities

You will be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures.

To Apply

Please return a completed Expression of Interest form (attached) outlining why you would be suitable for this public facing role to: opendoor@hermes.cam.ac.uk or Opening Doors Project Coordinator, University of Cambridge Museums, c/o The Fitzwilliam Museum, Trumpington Street, Cambridge CB2 1RB.

Deadline to submit Expression of Interest Form: 12noon Friday 13 January 2017

Introduction Session: 3.30 – 4.30pm Wednesday 25 January 2017

About the University of Cambridge Museums

University of Cambridge Museums is a consortium of the eight University Museums, which works in partnership with the Cambridge University Botanic Garden and other Cambridge University collections. They include: Fitzwilliam Museum, Kettle's Yard, Museum of Archaeology and Anthropology, Museum of Zoology, Museum of Classical Archaeology, Whipple Museum of the History of Science, The Sedgwick Museum of Earth Sciences and The Polar Museum.

The University's collections are a world-class resource for researchers, students and members of the public representing the country's highest concentration of internationally important collections, all within walking distance of the City Centre.