



The Fan Museum

Greenwich, London

Front of House and Museum Shop Volunteer

Role Description

Day: shifts available: Wednesday, Thursday, Friday and Saturday, 11am – 5pm

Frequency: Ideally once a week for a minimum of four months, pending availability

About the Museum

The Fan Museum is the only Museum in the UK devoted to all aspects of the ancient art and craft of the fan. From exquisitely crafted eighteen century European folding fans to works by venerated artists including Dali, Gauguin and Sickert, the Museum's collection of over 5,000 fans and fan leaves is presented in permanent displays and changing themed exhibitions.

About the Role

We are looking for enthusiastic volunteers to ensure that all our visitors enjoy their visit to The Fan Museum and leave with a greater understanding of the history of fans and the craft of fan making.

This volunteer opportunity will be of interest to anyone looking to gain experience of museum work (particularly within the independent sector), or who just loves fans and enjoy working within relatively small teams.

Responsibilities

- Greeting visitors and selling tickets to the Museum.
- Work in the Museum shop: selling merchandise, re-stocking and tidying.
- Ensure vigilance at all times regarding the safety and security of our collection and visitors as inducted by a member of The Fan Museum's core staff.
- To be a presence on each floor of the Museum
- To be friendly and informative.
- Direct visitors around the Museum where appropriate.
- To distribute and collect audio guides.

- To answer any questions that visitors have about the collection and operational aspects of the Museum where appropriate.
- To uphold the ethos of The Fan Museum.

Personal Specification

Essential

- a. Ability to communicate with visitors in a clear and friendly manner.
- b. High level of punctuality and reliability.
- c. Willingness to follow procedures, but use own initiative and seek advice when appropriate.
- d. An affinity with the arts and a willingness to learn about fans!
- e. Able to interact with other staff members and volunteers of all ages.

Desirable

- a. Customer service experience.
- b. Previous Museum or heritage experience.
- c. Retail experience.

Please note: You must be at least 18 years old to volunteer at The Fan Museum.

How to Apply

Please contact the General Manager, Ross Chandler, via r.chandler@thefanmuseum.org.uk, with an attached CV and cover letter. All applicants are invited to an informal interview with the General Manager and Museum Director.