

## DIY Volunteer Role Description

### Overview

Since it opened in 1991, Amersham Museum has thrived as a small, local, independent museum. In July 2017 a redeveloped and expanded museum opened to visitors. The new museum includes a new reception, permanent galleries, improved facilities and collections stores. In 2022 nearly 5,000 visited the museum; around a third of these visits were from children.

Amersham is a historic Buckinghamshire town and the museum is situated in a listed medieval building on the High Street. Awarded the 2020 Sandford Award for Education, the museum is accredited and is run as a charitable company. The collections reflect the town's history and development from Roman times to the present day, explaining how Amersham developed after the arrival of the Metropolitan railway. The museum has a wide-ranging programme of activities for adults and families, including talks, walks, craft and research sessions.

We need help from a volunteer, or team of volunteers to support the staff in maintaining the appearance, fixtures and fittings of the building, and to provide practical help with exhibitions, displays and the shop.

### Title: DIY Volunteer

This role will work alongside the Director, Collections Manager and Learning Officer, and with other volunteers as and when needed.

**Hours:** To be negotiated

### Objective of role:

- To support the Museum staff in maintenance of the building and its fixtures and fittings
- To contribute to the installation of exhibitions and displays
- To support the shop team to make improvements to displays

### The role involves:

- Carrying out odd jobs as required eg touching up paint, making good walls, hanging pictures, assisting with fixtures and fittings for exhibitions and shop displays
- Working with director, collections manager, learning officer and shop volunteers
- Liaising with external contractors
- Enlisting support from the staff and other volunteers when required

We ask volunteers to:

- Uphold the ethos of the museum when dealing with suppliers and local people
- Help ensure the smooth running of the Museum
- Attend training sessions as necessary
- Adhere to any policies as requested by Amersham Museum staff

### Amersham Museum Limited

49 High Street, Old Amersham, Bucks HP7 0DP 01494 723700

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The museum will:

- Provide support as and when needed
- Provide the equipment and supplies needed to carry out the DIY tasks
- Provide the necessary training and inform you of changes as required
- Keep you updated on the museum's overall programme of events and exhibitions and other information that might have an impact on the role
- Provide reasonable out of pocket travel expenses

**You will enjoy this role if you:**

- Have experience and skills in painting, decorating, odd jobs and DIY
- Have good communication skills
- Enjoy working with others
- Have good attention to detail and a 'can do' attitude.

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