



## Events Volunteer

<p><b>Principal Function:</b></p>	<p>Based in the former Manor Street School building since 1993, Braintree Museum welcomes visitors to explore the history of Braintree and its surrounding areas, focusing on the District's industrial and cultural achievements and its many notable personalities.</p> <p>The Warner Textile Archive is a nationally significant collection from the luxury textile manufacturer Warner &amp; Sons. The collection is a rich business archive and design resource documenting the vast history of Warner &amp; Sons; from its humble beginnings to a globally recognised brand.</p> <p>We have a wonderful team of volunteers, and you'll assist in the preparation and running of Events at the Museum and Archive</p>
<p><b>Duties:</b></p>	<p>To assist in preparation including:</p> <ul style="list-style-type: none"> <li>• Poster/flyer preparation and distribution</li> <li>• Setting up the event space</li> <li>• Prep of materials</li> <li>• Assisting speakers</li> </ul> <p>To assist at Events including:</p> <ul style="list-style-type: none"> <li>• Assisting attendees</li> <li>• Collecting feedback</li> <li>• Making refreshments</li> <li>• Maintain Museum's Health and Safety policy</li> </ul> <p>This is only a guide to the types of duties that may be required</p>
<p><b>Supervisor</b></p>	<p>Commercial and Communications Manager</p>
<p><b>Location</b></p>	<p>Braintree Museum and Warner Textile Archive</p>
<p><b>Hours</b></p>	<p>This role best suits someone who can provide about a day a week.</p> <p>Days: Tuesday to Saturday Times: between 10am – 4pm Evening and Sunday work may sometimes be required</p>
<p><b>The role would suit someone who...</b></p>	<ul style="list-style-type: none"> <li>• enjoys working with the public</li> <li>• would like to find out more about museums</li> <li>• is interested in helping an independent charity</li> <li>• is confident working on a computer</li> <li>• has an ability to use the internet for research purposes</li> <li>• enjoys working in a team environment</li> </ul>
<p><b>In return we will offer...</b></p>	<ul style="list-style-type: none"> <li>• opportunities for personal and professional growth and development in a museum</li> <li>• a supportive, friendly environment</li> <li>• induction to the Museum and Archive</li> <li>• full training opportunities to perform the role</li> <li>• invitation to volunteering events</li> </ul>
<p><b>Further information</b></p>	<p><b>Note:</b> All appointments are at the discretion of the Management team and subject to a probationary period of one month to ascertain the correct choice for both parties</p> <p><b>Dress Code:</b> Smart and practical.</p> <p><b>Contact:</b></p>

# Braintree District Museums Trust Volunteering



BRAINTREE  
MUSEUM



WARNER TEXTILE  
ARCHIVE

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