

## Reading Room Volunteer

Department Name: Cultural Engagement (Collections)

Volunteer Supervisor: Reader Services Co-ordinator and Reader Services Assistant

### Why join us?

The Shakespeare Birthplace Trust is an independent charity which cares for the world's greatest Shakespeare heritage sites in Stratford upon Avon, and promotes the enjoyment and understanding of his works, life and times all over the world. Celebrating Shakespeare is at the heart of everything we do. Our volunteer team help us achieve these goals, so join us and help create a wonderful experience for our global audiences.

Join us to work with our world-class designated collection and help support us in providing excellent customer service to readers from around the world.

### What will you be up to?

- To assist the Reading Room team with providing good photocopies of items requested by Readers, including careful handling of archival materials.
- Greeting Readers and helping them to find what they need using Reading Room resources and catalogues.
- Assist Reading Room staff with invigilating readers.
- Moving trolleys and assisting with day-to-day routine tasks.
- Fetching and putting away items from the stacks with training.
- Undertaking ongoing projects such as basic listing, developing resources for Readers, research and working on displays and blogs.

### Do you have the skills we are looking for?

- Attention to detail.
- You should have good people skills and be able to talk confidently to visitors.
- Good team worker.
- Experience of using photocopiers.
- Physical fitness.
- IT skills desirable.

### How often would we like you to volunteer?

A regular commitment of 4 hours or above would be ideal; either a morning, an afternoon, or a full day a week during our core opening hours (Wed-Friday) would assist us in planning. Thursday mornings would be preferable.

## Length of the volunteering role?

10 weeks

## Good to know

- Volunteers to wear own smart clothing in branded colours (red, black, white or grey)
- Volunteer badges will be provided
- Smoking is not allowed on site
- Food and drink is not allowed on site
- Training will be provided as necessary

## Benefits of joining us

- On completion of 20 hours volunteering for the Trust, all volunteers receive a volunteer card giving free entry to SBT properties and a range of discounts
- Annual service award each February for volunteers who have achieved 200 hours or more of volunteering in the previous year
- Volunteer celebration days and coffee morning chats will be programmed throughout the year
- We can provide references
- We can provide reimbursement of travel expenses only. Maximum of £10 per day



***Have any questions...***

[volunteering@shakespeare.org.uk](mailto:volunteering@shakespeare.org.uk)

01789 204016