

### Shakespeare Houses

These volunteer opportunities are available 7 days a week.

**Role Title:** Exhibition Interpreter  
**Reports to:** House Steward

**Purpose of role:** To welcome and inform visitors to the exhibitions at the houses.

**Responsibilities:**

- To engage our visitors in conversation about the exhibitions.
- To monitor capacity numbers within exhibition space.
- To monitor the safety of the exhibits and visitors.
- To aid in H&S and evacuation of the exhibition should it be needed.
- To let our visitors know what else they will experience on their visit to the Birthplace.
- To let our visitors know what else they will experience at the other Shakespeare sites and how to reach them.
- To help with entry and exit of wheelchair users via the chair lift from the garden.
- To encourage our visitors to fill in customer feedback forms
- Help clean display cases and maintain tidiness of exhibition

#### **Requirements / skills:**

- A keen interest in works of art and museum objects.
- Good people skills with the ability to talk confidently to both individuals & groups of people.
- Good team worker.
- Ability to learn background information about the exhibition, and the Shakespeare Houses.
- Ability to ensure health and safety guidelines are followed and to be responsible for your own personal health and safety.

**Commitment:** A regular commitment of 4 hours or above would be advantageous; a morning, an afternoon, or a full day a week would assist us with planning.

Please note that we only require volunteers for this role at the Birthplace on Saturdays and Sundays. At all other sites, this role is available from Monday to Sunday.

**Length of project or placement:** Ongoing

#### **Administrative points:**

- Clothing to be smart and in SBT brand colours (grey, black or navy 'bottoms', red, white, blue or black top). Clothing (jacket or gilet) with SBT logo will be provided.
- Volunteer badges will be provided.
- Smoking is not allowed on site.
- A break of 15 minutes will be provided during a 4-hour shift.
- Food and drink is not allowed within the exhibition area.

**Authorised by:** Ruth Warner  
**Title:** Houses Manager  
**Date:** 24 September 2014