

# Volunteer Role Description

**PITZHANGER  
MANOR &  
GALLERY**

## Visitor Experience Project Volunteer

### Pitzhanger Manor and Gallery

Pitzhanger will become a meeting place for creativity, debate and participation, reanimating Sir John Soane's vision to inspire and enrich our communities with art, architecture and design.

#### Our mission is:

- To conserve and revitalise Sir John Soane's Pitzhanger Manor in his original parkland;
- To celebrate Sir John Soane's genius as a designer: to nurture understanding of the relevance of Soane's work today, and to carry forward his passion to inspire future generations in art, architecture and design;
- To offer a programme of compelling, ambitious and stimulating exhibitions that provoke and inspire;
- Through an imaginative and wide-ranging programme of participation and events to enable a broad and diverse audiences in Ealing, West London and beyond to ignite their creative potential;
- To offer a stimulating place for creative reflection and debate that will encourage fresh ideas and new connections that enrich our lives; and
- To develop a sustainable business that enables Pitzhanger to deliver its aspirations in the long term, seeking to diversify and grow income streams from a wide range of fundraising and commercial activity.

### Volunteer Role

Visitor Experience Project Volunteers are an integral part of opening Pitzhanger Manor and Gallery to the public.

We are looking for volunteers to join our small project team to help with specific short-term projects ready for us to open to the public by Spring 2019. The tasking will be varied, but will be focused in the area of retail and front of house responsibility; from helping to create room information packs to populating commercial databases with accurate information. You may be asked to perform benchmarking comparisons of the sector and local area to help inform best practice or translate information into digestible formats.

This is an exciting opportunity to be part of the project team in reopening this unique and memorable Manor and Gallery, ensuring that visitors will enjoy and learn about the manor, gallery and Sir John Soane with every visit. Volunteering with us is also a great opportunity to develop and learn many transferable skills not just in a heritage environment but in the broader workplace and beyond.

You will possess an excellent writing style, able to digest large amounts of information and translate into clear text for a variety of audiences. An eye for detail is a must, as is a willingness to get involved with a range of tasks.

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You will of course be placed where business need is greatest.

### Essential Criteria

To undertake this role, volunteers will possess the following skills and attributes.

- A can-do attitude willing to help with a variety of tasks
- Proficient working knowledge of using Microsoft office suite, including Excel and Word
- Excellent written and spoken English, with the ability to convey accurate information about the site to visitors and colleagues in a succinct, engaging, interesting and friendly manner.
- Excellent attention to detail
- Reliable and trustworthy with the ability to use one's own initiative and operate as part of a team.
- Willingness to, support, write and converse about modern and contemporary art as well as the historic manor
- Willingness and ability to change and adapt as plans for the site evolve

### Desirable Criteria

- A good knowledge of Photoshop and InDesign
- Experience of working in a retail environment.
- Experience of working in a heritage environment.

### What we offer to you in return

Opportunity, resources and time to learn about the history of Pitzhanger Manor, Gallery and each exhibition with input from the Director, Curator and other Pitzhanger staff

Experience of what is involved in running a heritage site

First chance to see Pitzhanger's newest exhibition

We encourage volunteers to sign-up to the ValueYou scheme <http://www.valueyou.org/>

Tea and coffee making facilities

### What we expect from you:

A minimum of one shift a fortnight with a minimum commitment of 4 shifts.

Every volunteer is an ambassador of Pitzhanger Manor and Gallery and we expect you to represent our values and behaviours at all times.

### Interested?

Please fill out a volunteer interest form at <https://goo.gl/forms/aqsv9L2sWxsozpKg2> and we will be in touch. We look forward to meeting you!