

Volunteer Role Description: Ashmolean Members' Events Volunteer

Background

The Ashmolean has over 8,500 Members, whose subscriptions help to support core activities across the Museum. In return, the Membership Team aims to offer a varied programme of year-round, Member-only events, as well as other benefits.

The Membership Team consists of a Membership Manager, Officer, and Assistant, as well as a group of Members' Events volunteers. Overseen by staff, the volunteers organise both Ashmolean-based activities and off-site visits, e.g., to other museums and heritage sites.

Overall responsibility for these events, and for supervision of the volunteer team, sits with the Membership Manager.

More about the role

Volunteers typically research and plan 4 - 5 events (or more, if the volunteer wishes) per year. This may be done in pairs or relatively independently – but with plenty of cross-team communication and coordination. Tasks include:

- liaising with and booking Ashmolean curators or other speakers to give talks or tours at the Museum
- identifying suitable venues for off-site visits, enquiring about group visits, and communicating directly to organise details of a visit
- making practical arrangements, e.g., room bookings, catering, or transportation, as required
- calculating costs and liaising with staff about payments
- writing copy for the programme and for event promotion in e-newsletters
- contributing to or drafting a risk assessment, to be checked by staff; this will follow appropriate training
- as the 'lead' volunteer, working with another volunteer and/or Membership staff to support the event happening; this includes accompanying Members on off-site visits

The majority of the planning is done at home in volunteers' own time, but occasionally desk space may be available for any volunteers wishing to be on site (with prior arrangement with the Membership team). Volunteers are also expected to attend monthly team meetings in person.

About Members' Events Volunteers

We want both our Members and our volunteers to have a positive experience. We are therefore looking for volunteers who:

- are friendly, polite, and keen to share their passion for the Museum
- enjoy being part of a team
- are confident speaking and writing in English (because of the importance of clear communication in this role)
- enjoy working methodically: following procedures and completing tasks in a timely way and with attention to detail – this may sometimes involve using initiative, but we are always happy to answer questions and would prefer that volunteers check if they are unsure of something
- have good general computing skills, including familiarity with email, spreadsheets, and word processing
- have – or are willing to develop – a basic understanding of event budgeting, health and safety, and information security
- have a general interest in the Ashmolean’s collections, art history, and/or archaeology; i.e., volunteers don’t need to be experts
- are looking for a longer-term role and have good general availability, as the amount of time spent volunteering varies from week to week

Training and support

- Membership staff will train and induct all new volunteers, and there are plenty of opportunities to shadow the existing team and be paired up with an existing volunteer until they are confident to plan and deliver their own events. Membership staff are also always available to give support and guidance where needed throughout the event planning and delivery cycle.
- Volunteers are invited to attend wider Ashmolean volunteer and staff meetings as appropriate. Attendance is encouraged, as updates on Museum developments, exhibitions, and research may help inform future event planning.
- Volunteers log the hours they spend volunteering via their MyImpactPage.com account, and their supervisor will give regular reminders to ensure this happens.

Commitment

- Events are typically organised 4 - 6 months in advance, but it may be up to a year. We know that plans sometimes change, but with this timescale in mind, and because it takes time to learn and feel confident following our procedures, this role would best suit volunteers with likely longer-term availability.
- The nature of the role also means that the amount of time volunteers give per week varies, according to the timing of the events they are involved with – although it should not normally exceed 2 days.

- Events tend to happen during the day or early evening on weekdays. Because they are most familiar with the details of the events they plan, we anticipate 'lead' volunteer(s) being available to support 'their' events whenever possible.
- The team meets all together once a month – usually 2 - 3.30 pm on the last Tuesday, although dates will be arranged and circulated well in advance. Ideally, this meeting is in-person, although joining via Teams can be facilitated if necessary.

Why you might enjoy this role

There is the opportunity to:

- connect with the Museum and join a dynamic, enthusiastic, sociable team
- meet new people, visit new places, and learn new things
- develop and practise communication, organisational, and customer service skills

Other practicalities

- This role is open to volunteers aged 18+.
- We want volunteers to feel part of the Museum. They are welcome to make use of tea/coffee facilities and bring something to eat in the break room when they are volunteering onsite.
- The majority of the planning of events is done at home with the volunteers' own computer equipment and personal email account. Generally, there is available desk space (not computer equipment) in the office each week, although this has to be pre-arranged with the Membership staff team.
- We expect volunteers to be willing and able to visit the Museum on a regular basis for the facilitation of events onsite and offsite.
- Volunteers can claim travel expenses up to £5 per volunteering session.
- Volunteers new to onsite GLAM volunteering will need to be registered on the Volunteer Service mailing list (MyImpactPage.com), and the Volunteer Service will need to have received two references and done an ID check before volunteers can start in this role. The role does not currently require any additional checks.

Next steps

The Membership team is looking to recruit a few new volunteers and is hoping to invite as many people as possible (depending on the level of interest) to an informal chat with the Membership Manager, Membership Officer, and a current Members' Events volunteer on **Monday 18 May and Wednesday 27 May**. This will be a chance to meet each other, explain more about the role, answer any questions, and help decide if it seems like a good fit.

If you are interested in getting involved, then please **complete a form by following [this link](#)**. It will ask you to:

- confirm which times you could attend an informal chat on the date(s) listed above
- indicate your general availability to volunteer, ideally starting as soon as possible
- briefly explain (max 200ish words) why you would like to be involved, and what you feel you would bring to the role

If sending a video or voice recording would make it easier for you to apply, then you are welcome to email one to Caroline at volunteering@glam.ox.ac.uk – just make sure you include all of these points!

The deadline to apply is Sunday 10 May. Caroline will share expressions of interest with Membership staff after the deadline, and they will then be in touch directly.

Information will be kept in accordance with the Volunteer Service's [Data Retention Schedule](#).