

Volunteer Role Description: Weston Library Printing Press Volunteer



About the role

[Weston Library](#) Printing Press volunteers greet visitors and offer them the chance to print a keepsake on the large, historic press located in the Blackwell Hall (the public space at the entrance to the Library). Sessions usually run **12 noon - 3 pm each Wednesday - Sunday**, although timings vary during school holidays and there are occasional opportunities to volunteer at evening events. Volunteers also help visitors to engage in 'Lego' printing using a smaller 'pookie' printing press during events.

Volunteers typically stand by themselves during quieter periods and work together in pairs during busier periods to:

- welcome families and other visitors into the space in a friendly, helpful, and enthusiastic way, to help them have the best possible experience
- explain what the printing press is and how it works, and encourage visitors to have a go at using it safely and successfully
- support data collection and evaluation by noting how many visitors they engage and asking visitors to complete surveys
- highlight what else visitors can see and do in the Library, including exhibitions, the 'Space for Reading', family friendly activities, tours, talks, etc.
- keep the area around the printing press tidy

The team is coordinated by Hayleigh Jutson, Helen Tilby, and Neil Stevenson from the Learning and Engagement team. Front-of-house Visitor Experience staff are always nearby for extra support on the day.

We are looking for volunteers who:

- enjoy interacting with all sorts of people, including both first-time and repeat visitors, people who live locally and those visiting Oxford from other parts of the country and world, families, teenagers, adults, etc.
- are curious and keen to learn how to use the printing presses and are excited to help others experience the fun and satisfaction of printing something themselves; this includes accommodating visitors with (in)visible access needs
- are confident to explain things in English, although other languages may also prove useful
- are polite and helpful: public-facing volunteers are often asked a variety of unrelated questions, which they may or may not know the answer to
- are flexible and considerate: volunteers are often paired, so take turns to lead interactions and support each other
- are happy having constant interactions and managing small groups of people during busy periods, as well as soaking up the atmosphere during any quieter moments
- can offer one or more shifts per month – although there is flexibility in the rota

Training

No previous printing experience is necessary as printing expert Richard Lawrence will train volunteers to:

- recognise the materials used to create the printing surface
- set up the ink and paper in preparation for printing
- operate the printing press, including some basic troubleshooting
- supervise members of the public to operate the press safely and successfully
- clean up using materials and PPE provided

Volunteers will need to attend one training session, **either:**

- **Thursday 26th March, 10.30 am - 12.30 pm, or**
- **Saturday 18th April, 10.30 am - 12.30 pm.**

Why you might enjoy this role:

It's an opportunity to:

- join an existing team of friendly volunteers and meet different staff
- learn about and use a Victorian printing press
- connect with visitors and help them create a unique souvenir of their visit
- improve your knowledge of the Weston Library, contribute to its public engagement programme, and learn something about a variety of e.g., exhibition-related topics
- develop and practise communication and customer service skills

Other practicalities

- Staff will review the role with volunteers at least once a year through in-person feedback sessions and/or an online feedback form. We hope this will facilitate discussions about what is/isn't working well, as well as ideas for potential improvements.

- The Weston Library has step-free access from Broad Street. Blue badge holders can park on the street nearby.
- Volunteers can claim travel expenses up to £5 per volunteering session.
- This opportunity is open to volunteers aged 18+.
- 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 carry out an ID check before volunteers can start in this role. The role does not require any additional checks.

Next steps...

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

- confirm which times you could potentially attend training
- confirm your general availability to join the rota in the coming months
- briefly (max 150ish words) tell us why you're interested in this 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 **12 noon on Friday 20th March**. Someone from the Weston team will be in touch as soon as possible after that.

Information will be kept in accordance with our [Data Retention Schedule](#).