

Volunteer Burton Ambassador – Role Description	
Time Commitment	2 hours – 1 day per week Predominantly during July – August as well as other busy periods such as Christmas, Easter and Bank Holidays and alongside specific exhibitions or displays
Location	Burton Art Gallery and Museum, Kingsley Road
Mentor(s)	Gallery/Tourist Information Administrator
Purpose	
To enable visitors to have a positive, welcoming and engaging experience of the Burton making the best use of their visit.	
Role Tasks/Duties	
<ul style="list-style-type: none"> • To act as an advocate for the Burton • To support the information desk during busy periods and holiday seasons • To welcome members of the public, providing orientation information around the building and answering questions about the exhibitions, craft gallery and museum. • To undertake light administration duties (for example; photocopying, putting together mail out etc) • To gather and record data on the audiences through interviews, questionnaires etc • To provide information regarding volunteering at the Burton to interested parties • To provide information regarding the Friends of the Burton Art Gallery and Museum including information about how to become a Friends • To direct customers to the main information desk as and when appropriate • To act in accordance with Torridge District Council Policies <p>Please Note: This role will not be responsible for handling any cash, selling artworks or providing tourist information although you may be required to direct the public to the Information desk where a member of staff will undertake these and other similar tasks.</p>	

Volunteer Burton Ambassador – Person Specification		
	Essential	Desirable
Qualifications or training		
Knowledge	<ul style="list-style-type: none"> • Knowledge of or appreciation for art, craft and heritage • Local knowledge 	
Skills	<ul style="list-style-type: none"> • Excellent Communication Skills 	<ul style="list-style-type: none"> • Word processing • Desk-top publishing
Experience		<ul style="list-style-type: none"> • Dealing with members of the public
Attributes	<ul style="list-style-type: none"> • Ability to work alone and under own initiative • Reliable • Ability to take direction 	<ul style="list-style-type: none"> • Friendly • Outgoing