



Trowbridge Museum Front of House Volunteer

Trowbridge Museum has been housed in the Grade II listed Home Mills since 1990. The mill was the town's last working woollen cloth mill and Trowbridge's largest, built in 1862 – 1863. We are looking for volunteers that can commit to helping as front of house.

Outline

Volunteers are required to:

- To ensure the museum operates in a safe manner, create a supportive and welcoming atmosphere, and provide excellent customer service care to those that call or visit the museum
- To serve customers in the shop, take payments
- To greet visitors, record admissions, give a mini guide etc
- To answer the telephone and record all messages when staff are unavailable (such as in a meeting)

Skills

- Enthusiasm and willingness to help
- Good interpersonal skills
- A desire to meet new people and make new friends
- An interest in supporting and promoting the Trowbridge Museum
- The ability to commit to set dates in advance and communicate with the staff about availability

Benefits

The role we offer may suit people wanting to give something back to their community, parents with children at school or people looking for skills development.

Training

A full induction will be provided, and you will be trained on all areas that will help you fulfil your role. You will be supervised and supported at all times.

Location

The Trowbridge Museum.

To apply

Email kathy.davis@trowbridge.gov.uk, or [Hannah Lyddy at hannah.lyddy@trowbridge.gov.uk](mailto:Hannah.Lydddy@trowbridge.gov.uk) or telephone 01225 751339.