



ROLE DESCRIPTION FOR VOLUNTEER EXHIBITION ATTENDANT

Role Holder:

Role Title: Volunteer Exhibition Attendant

Responsible to: Volunteer Coordinator

Support provided by: Verger on duty, Visitor Services

Duration of role: 8 September to 2 October. 2 hour shifts on rota by agreement.

Purpose:

To provide a warm and friendly welcome to all visitors to a sculpture and print exhibition in the Cathedral and to help them to engage with the exhibition.

Key Tasks:

- To greet visitors, talk with them about the exhibition, and to try to answer their questions
- To let visitors know how they can purchase artwork from the exhibition
- To signpost visitors to toilets and shop and know about times of worship in the Cathedral
- To maintain the Cathedral's high expectations in matters of security and health and safety

PERSON SPECIFICATION

- a) Welcoming and able to communicate to all people
- b) Be able to act autonomously and with discretion reacting to quiet and busy periods
- c) Willingness to undertake training and accept supervision as appropriate
- d) Committed to working to the Cathedral's safeguarding policies and practices and to completing the appropriate training
- e) Able to recognise the boundaries of the role and seek advice where appropriate
- f) Sympathetic to the ethos, vision and ministry of the Cathedral

I confirm that I have received a copy of the role description set out above.

Signed: Print Name: Date:
(volunteer)

Signed: Date:
(on behalf of Lichfield Cathedral)