

National Justice Museum

Role title: Exhibitions Volunteer

Accountability: Volunteer Co-ordinator.

Supervision: Co-production Curator, Senior Curator & Archivist.

Head of Creative Programmes (when appointed), Creative Engagement Curator (when appointed).

Hours: Variable and flexible hours between 9am-5pm Monday-Friday, depending on the needs of the Creative Programme Team and the exhibitions calendar. We do ask that where possible, you sign up to at least one shift a month.

Location: The National Justice Museum, Shire Hall, High Pavement, The Lace Market, Nottingham NG1 1HN.

What is the purpose of this role?

The National Justice Museum provides engaging activities, exhibitions, and educational programmes relating to law and justice to inspire people of all ages and backgrounds to become active and responsible citizens.

As an Exhibitions Volunteer, you will assist the Creative Programme Team in the delivery of our exhibitions and display programme.

What will I be doing?

Assisting the Creative Programme Team with a variety of tasks, which **may** include:

- Assisting with the practical and technical elements of exhibition installation and de-installation. This task will depend on our exhibitions schedule.
- Assisting visitors by initiating conversations and answering any general questions about our temporary exhibitions and Project Labs.
- Conducting informal observations of how visitors are engaging in our temporary exhibitions and Project Labs.
- Collate, input, digitise, and analyse visitor responses from our temporary exhibitions, Project Labs, and Make it Yours creative workshops. Present the visitor responses in visual reports.
- Prepare resources for our temporary exhibitions, Project Labs, and Make it Yours creative workshops.
- The potential to get involved with creative projects and processes to feed into the temporary exhibitions, Project Labs, and Make it Yours Creative Workshops.

Your tasks will vary depending on the needs of the Creative Programme Team and current/upcoming exhibitions, as well as your own needs and interests. You may not be undertaking all of these tasks.

All volunteers need to adhere to the National Justice Museum's Volunteer Agreement, as well as Policies, Procedures, Vision, and Values.

What skills/experience will I need?

There are no essential skills for this volunteering role. However, it would be helpful to have **any** of the following:

- Practical and technical skills/experience, such as exhibition installation and de-installation.
- Experience in working or volunteering in museums, galleries, and heritage sites.
- An interest in history, heritage, or the justice system.

How will I benefit from volunteering?

- An exciting opportunity to develop new or existing skills, knowledge, and experience within the heritage sector and within an award-winning creative programme. Particularly the opportunity for practical, hands-on experience working with exhibitions and displays.
- Be an important part of one of Nottingham's best-loved visitor attractions, with the potential to enhance and contribute meaningfully to the National Justice Museum's work.
- Training will be offered appropriate to the role, but all volunteers will receive a full induction, including a health and safety briefing and details on the National Justice Museum's Policies, Procedures, Vision, and Values.
- The opportunity to meet and engage with a variety of people.
- Be reimbursed for travel expenses up to £5 on receiving proof of expenditure (ticket or receipt).

Interested in applying?

Just go back to our website, Volunteer | National Justice Museum, and click apply!

- We are so pleased that you are interested in volunteering with us at the National Justice Museum. Unfortunately, whilst we would love to have as many volunteers as possible, we cannot guarantee that every person who expresses interest will be able to volunteer with us.
- You should receive an email once you have submitted your application confirming that it has been received. The Volunteer Co-ordinator will get back to you as soon as possible.

**If you have any questions or require more information, please contact:
volunteer@nationaljusticemuseum.org.uk**