

Visitor Welcome & Volunteer Coordinator

Summary & outline of duties

Middleton Hall & Gardens is a 42-acre historic site located between Tamworth and Sutton Coldfield. We are known as the 'hidden gem' of North Warwickshire. We have an excellent reputation for offering high quality visitor experience that is supported by a large team of over sixty volunteers.

We are looking for new people to join our team in Spring-Summer 2020 to support our visitor welcome and also to help coordinate our volunteers for open days and events. Your duties will include:

- Manning Front of House where you will welcome visitors, sell tickets, give out maps, monitor the small gift shop and run visitor surveys.
- Support our busy event days wherever needed, whether it's stewarding in the car park, visitor welcome or supporting activities for visitors.
- Help coordinate our volunteers by filling out the rota for upcoming open days and events.

Who are we looking for?

We are looking for people who are confident, hardworking and have excellent interpersonal skills. Applicants must also be responsible, trustworthy and work well under pressure. This placement is ideal for people interested in pursuing a career in heritage and all applicants must be studying History (or another relevant course) at A-Level or Degree level. On quiet days, you will be given the opportunity to help with our research and admin duties whilst on Front of House.

Ideally, interns should be able to commit a minimum of two working days a week for twelve weeks between March and September 2020, however this can be negotiated with the Visitor Experience Manager to suit your time frame. The placement is unpaid voluntary.

For this placement, applicants must be aged **16 or above**, studying or having recently completed a relevant course.

Please bear in mind that there are no public transport routes to our site.

How do I apply?

To apply for this placement, please email your cover letter and CV to our Visitor Experience Manager, Amy Evans: amy.evans@middleton-hall.co.uk.

Your cover letter should tell us when you will be available to start the placement and why you would like to work with us. If your application is successful, you will be invited to the Hall for an interview. Applications are open now and will be ongoing until placements are fully assigned.

To find out more about this placement, see the testimonials written by past student and graduate volunteers on our website.