



## FRIENDS VOLUNTEER

This volunteer role will support the museum team to look after our Friends Scheme. The volunteer will carefully record all membership records, help organise events and help recruit new Friends.

### WHAT'S INVOLVED?

#### THIS ROLE WILL SUIT YOU IF YOU ARE:

- Someone who enjoys meeting people and giving first class service
- Someone who enjoys accuracy and attention to detail
- Interested in events
- Happy to volunteer at regular intervals
- Not fazed by technology, although full training will be given

#### BY GETTING INVOLVED YOU COULD:

- Tangibly support the museum's fundraising by increasing our supporters and looking after them
- Enjoy events and be part of the front of house team
- Be part of a varied group of volunteers

### MAIN TASKS

#### Friends & Annual Passes

- Maintain the spread sheet.
- Welcome new members and give out the cards.
- Chase expired memberships.
- Support the production of the newsletter each quarter.
- Inform them of forthcoming events and offers.

#### Events

- Print and distribute posters.
- Help support ticket sales including updating spread sheet for each event.
- Advertising of events on external websites and mailing lists
- Setting up, supporting, and clearing up events with others.
- Ensure A - boards at the front of museum and any event displays are updated.

### Events Meetings

- Put in SOFO Diary.
- Attend and take minutes.
- Circulate minutes and any other correspondence to the committee.

### Time Commitment

This volunteer role is between 15 – 20 hours per month (morning or afternoon each week) for general administration tasks with events meetings every quarter and an average of one event per month.

### **TO APPLY**

Please contact the Museum Director, Ursula Corcoran: [museumdirector@sofo.org.uk](mailto:museumdirector@sofo.org.uk)