

MK Gallery

Volunteer Role Description

Volunteer Role:	Gallery Invigilator
Where:	MK Gallery 900 Midsummer Boulevard Milton Keynes MK9 3QA
Time Commitment:	A minimum of one shift per fortnight with attendance at volunteer meeting held at the beginning of each new exhibition. Shifts are rostered between 11am - 8.00pm (with a 30min break), Tuesday-Sunday.
Duration:	Ongoing
Role summary:	Gallery Invigilators are part of the Front of House team and support Gallery Assistants in maintaining the security of the exhibitions and safety of the public.
Requirements:	<ul style="list-style-type: none">▪ Welcoming the public to MK Gallery and to the exhibition or project on display and answering any general queries.▪ Patrolling the galleries to ensure that visitors abide by the Gallery's regulations e.g. do not touch works of art, respect regulations around photography, and that the premises remain clean and tidy throughout the day.▪ Assisting Gallery Assistants with clearing visitors from the premises at public closing time.▪ Occasionally assisting with set up for various Gallery events.▪ Promoting and applying the Gallery's policies on health and safety, security, child protection, equality & diversity, etc.
Training:	<p>The volunteer team, including Gallery Invigilators, meet at the beginning of each new exhibition (every 6 to 8 weeks) to discuss the exhibition with members of the Gallery staff team. The meeting is an opportunity for current and prospective volunteers to take part in lively discussion about the Gallery's forthcoming events and exhibitions programme and to learn about additional volunteering opportunities.</p> <p>Gallery Invigilators will be given a suitable building and health and safety induction prior to the beginning of their first volunteer shift.</p>
What we ask of our Invigilators:	<ul style="list-style-type: none">▪ General people skills.▪ Good eye for detail.▪ The ability to respond to general enquires.▪ An interest in contemporary art and culture is essential.▪ Some understanding of basic health and safety issues in a public building is desirable.▪ The ability to move freely around an exhibition, stand/sit for periods of time and work alone for periods of time on occasions.
Gallery Invigilators report to:	Gallery Invigilators report to the Gallery Assistant on duty during their shift. The main point of contact for Gallery Invigilators will be Tara Williamson.

**Benefits of volunteering
at MK Gallery:**

MK Gallery provides free access to high quality, innovative and thought-provoking contemporary art from around the world. Gallery Invigilators are a part of this exciting creative environment and work amongst a team of engaging, committed and creative individuals. Gallery Invigilators play a key role in the day to day running of the Gallery and in ensuring the Gallery is a welcoming and friendly environment. To thank our volunteers:

- MK Gallery reimburses travel expenses of up to £5 per shift worked upon submission of valid receipts and completed expenses forms.
- Volunteers are entitled to an excellent 30% discount in the Gallery Shop.
- Volunteers are invited to the Gallery's annual staff/volunteer party- a great opportunity to socialise and get to know our team even better.
- Gallery Invigilators will be offered various opportunities to gain further experience with the Front of House team with the through assisting with events such as Scratch Nights, artist's talks and exhibitions previews.

Notes:

There is no uniform in place however we ask Gallery Invigilators to dress in smart casual attire. Gallery Invigilators wear a MK Gallery badge which is left at the Gallery at the end of each shift.

Other Information:

MK Gallery's Front of House Team consists of a small team of friendly Gallery Assistants whose primary role is support the Facilities Manager in managing and development the day to day operation of the Gallery's Information desk, shop and public areas.

For more information about MK Gallery please visit www.mkgallery.org.