

# MK Gallery

## Volunteer Role Description

<b>Volunteer Role:</b>	<b>Live Guide</b>
<b>Where:</b>	MK Gallery 900 Midsummer Boulevard Milton Keynes MK9 3QA
<b>Time Commitment:</b>	A minimum of one Saturday shift per month with attendance at volunteer meeting held at the beginning of each new exhibition. Shifts are 1-3pm and/or 3-5pm.
<b>Duration:</b>	Ongoing
<b>Role summary:</b>	To actively encourage lively and engaging discussion with visitors to the Gallery and provide contextual and historical information about the artwork on display on Saturdays between 1-3pm and/or 3-5pm.
<b>Requirements:</b>	<ul style="list-style-type: none"><li>▪ Actively providing visitors with verbal information about the artist and exhibition where required and ensuring that visitors are directed to other available resources should further, more in depth information be required.</li><li>▪ Actively encouraging friendly and informal discussion with visitors around the artwork on display.</li><li>▪ Supporting Gallery Assistants in answering any questions about the Gallery and its programme.</li><li>▪ Supporting Gallery Assistants and Invigilators in ensuring that rules around touching and photographing the artwork are respected.</li><li>▪ Promoting and applying the Gallery's policies on health and safety, security, child protection, equality &amp; diversity, etc.</li></ul>
<b>Training:</b>	<p>The volunteer team, including Live Guides, 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>Live Guides will be given a suitable building and health and safety induction prior to the beginning of their first volunteer shift.</p>
<b>What we ask of our Live Guides:</b>	<ul style="list-style-type: none"><li>▪ Some experience of working with the public is highly desirable but not essential.</li><li>▪ Able to work on own initiative with a can do attitude.</li><li>▪ Able to confidently communicate with a wide range of people at various levels.</li><li>▪ An enthusiastic and passionate interest in contemporary art is a must.</li><li>▪ Some understanding of basic health and safety issues in a public building is desirable.</li></ul>

**Live Guides report to:** Live Guides report to the Gallery Assistant on duty during their shift. The main point of contact for Live Guides will be Tara Williamson.

**Benefits of volunteering at MK Gallery:** MK Gallery's Learning team provides imaginative and inspiring educational events and projects, aiming to make the artistic programme accessible to all. Live Guides play a significant part in this goal. 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 the team even better.
- Live Guides will be offered various opportunities to gain further experience with the Learning team through assisting with events such as Family Days and artist's workshops.

**Notes:** There is no uniform in place however we ask Live Guides to dress in smart casual attire. Live Guides wear a MK Gallery sash which is left at the Gallery at the end of each shift.

**Other Information:** MK Gallery's Learning Team consists of Emma Fry, Head of Learning and Victoria Mayes, Informal Learning Manager. They are supported by two Learning interns.

The Learning Team provides a wide range of imaginative and inspiring educational events and projects, aiming to make the artistic programme accessible to all.

The learning programme encompasses work with schools and the community, children and families, and, young people (15-24 years) via the ground-breaking Lost & Found project. Adult learning opportunities include occasional workshops, and the public talks and events programme.

For more information please visit [www.mkgallery.org](http://www.mkgallery.org).