

MK Gallery

Volunteer Role Description

Volunteer Role:	Project Space Invigilator
Where:	MK Gallery Midsummer Boulevard Milton Keynes MK9 3QA Shifts will be in MK Gallery's Project Space (located in Margaret Powell Square opposite the main gallery).
Time Commitment:	A minimum of one Saturday shift per month with attendance at volunteer meeting held at the beginning of each new exhibition. Shifts are 12-4pm.
Duration:	Ongoing
Role summary:	Project Space Invigilators are part of the Front of House team and support Gallery Assistants in providing information about the Project Space, maintaining its security and the safety of the public.
Requirements:	<ul style="list-style-type: none">▪ Welcoming the public to MK Gallery's Project Space, providing verbal and written information about the project on display and answering any queries.▪ Ensuring that the Project Space remains clean and tidy throughout the day and that visitors respect the rules around touching and photographing the artwork.▪ Supporting Gallery Assistants with opening and closing the Project Space and turning on/off any required equipment.▪ 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.
Training:	<p>The volunteer team, including Project Space 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>Project Space 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 Project Space Invigilators:	<ul style="list-style-type: none">▪ General people skills.▪ The ability to respond to queries about the project on display.▪ An interest in contemporary art and culture is essential and an understanding of issues of community interest is desirable.▪ 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.

**Project Space
Invigilators report to:**

Project Space Invigilators report to the Gallery Assistant on duty during their shift. The main point of contact for Project Space Invigilators will be Tara Williamson.

**Benefits of volunteering
at MK Gallery:**

- In an exciting new initiative, MK Gallery's Project Space has been made available to the MK Community for monthly exhibitions of contemporary visual art by local individuals or groups.
- Project Space Invigilators work in a key role as part of the Front of House team to support of this new programme strand. 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.
- Project Space Invigilators will be offered various opportunities to gain further experience with the Front of House team 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 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