



ST ANDREWS
PRESERVATION TRUST

Museum Guide

Task Description	
VOLUNTEER ROLE	Museum Guide
HOURS AND TIME FRAME	Three hours per week or as required Normally 10.30am to 1.30pm or 1.30pm to 4.30pm
PURPOSE	To welcome visitors to the museum and assist with their enquiries.
TASKS	Preparing the museum before opening Greeting visitors Assisting with enquiries Offering help when needed Assisting in closing the museum
SKILLS REQUIRED	Ability to learn about the history of the museum, the trust and history of St Andrews. Good communication and interpersonal skills. An understanding of the needs of different visitors. Excellent time keeping.
SUPPORT/TRAINING	Shadowing of other museum guides. Staff or named person will be on site to deal with any concerns/enquiries that guides may not be able to assist with.
OTHER INFORMATION	If the volunteer guide is willing the role can incorporate other tasks such as assisting with events and learning our database system (adlib)
VOLUNTEER BENEFITS	Volunteer updates Invitation to Trust events Employer reference/support with job applications