

## **VOLUNTEER VACANCY INFORMATION PACK**



### **Top Secret: Exhibition Engagement Volunteer**

**Closing Date:**

**1<sup>ST</sup> February 2021**

The Museum is part of the Science Museum Group. The Museum is a charity (No: XN63797) with exempt status.

#### **OUR MISSION AND VALUES:**

At the Science Museum Group, we make it our mission to **Inspire Futures**. Our talented and dedicated colleagues are guided by five values that encapsulate simply what we're all about:

- we **think big**, pushing the limits of what's possible;
- we challenge ourselves to **reveal wonder**;
- we use our passion, expertise and creativity to **share authentic stories**;
- we aim to **ignite curiosity** in our audiences and our colleagues; and
- we take pride in being **open for all**

## **TOP SECRET ENGAGEMENT VOLUNTEER**

Department: Exhibitions	Type: Volunteer Role
Location: Science and Industry Museum, Manchester	Hours: 1 day per week
Supervisor: Volunteer Coordinator	Start Date: 26/03/2021
	End Date: 05/09/2021

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### **ABOUT THE ROLE:**

We are creating a team of enthusiastic volunteers to be part of our upcoming Top Secret: from Ciphers to Cyber Security exhibition. Volunteers will play a key role, engaging with visitors of all ages and facilitating object handling. They will interact with the public and objects on display delivering ad hoc talks to ignite curiosity and encourage understanding of the subject matter presented in the exhibition.

From the trenches of the First World War to the latest in cyber security, Top Secret explores over a century's worth of communications intelligence through hand-written documents, declassified files and previously unseen artefacts from the Science Museum Group's and GCHQ's historic collections. The exhibition will explore several stories including Alan Turing and the team of Bletchley Park's codebreakers who broke the Enigma code in 1941, spy-craft from 1960's Cold War espionage and will also challenge our visitors to become codebreakers themselves in its interactive puzzle zone.

Top Secret: from Ciphers to Cyber Security will open in March 2021, coinciding with the 100th anniversary of GCHQ, the UK's Intelligence, Security and Cyber agency and will run for 5 months until 05/09/2021. We will have a variety of shifts available, including weekends. We are flexible, and we would love it if volunteers could commit to at least 1 day a week for 5 months.

Volunteers will gain experience and knowledge of volunteering within an Exhibitions Engagement Volunteer Team as well as developing skills related to facilitating and engaging with Museum audiences. They will also get a unique opportunity to volunteer in a busy museum environment and gain understanding of the Exhibitions' programme in a National Museum.

### **WHAT YOU WILL BE DOING:**

- Delivering object handling sessions with a small collection of specially chosen objects

- Engaging with the exhibition by being knowledgeable about the content and sharing this with visitors
- Engaging visitors with their specialist knowledge on the content of the exhibition, and reciprocally learning from the people they meet
- Taking care of your personal health and safety and that of others. Complying with the Science Museum Group H&S Policies, risk assessments and safe systems of work and reporting any health and safety concerns and help to ensure the safety of the objects in the exhibition.
- Undertaking any other tasks required to fulfil the duties of this volunteer role.

## **WHAT YOU BRING TO THE TEAM:**

### **You will definitely ...**

- Have a passion for interacting and engaging with the public, enjoying talking to a wide range of people from different backgrounds
- Be friendly and happy to approach visitors
- Have an interest in the museum, and exhibitions
- Be reliable, and have a desire to deliver great customer service
- Be able to demonstrate initiative and enjoy being part of a team
- Enjoy learning new information and sharing this with others

### **It would be good if you ...**

- Have experience of working with the general public in a customer facing role
- Have experience of working with families and young children
- Have an enthusiastic and dedicated approach to volunteering
- Want to gain more experience of being in a learning environment
- Want to gain more skills in this area

## **ADDITIONAL INFORMATION:**

- To volunteer in this role, you must be 18 or over and eligible to volunteer in the UK. Unfortunately, SMG is unable to act as a sponsor organisation if you do not have the appropriate visa.
- A basic criminal record check applies for this role, we will consider every applicant on a case by case basis.
- An enhanced criminal record check applies for this role, we will consider every applicant on a case by case basis.

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## **HOW TO APPLY:**

Please email [volunteering@scienceandindustrymuseum.org.uk](mailto:volunteering@scienceandindustrymuseum.org.uk) answering the questions below to apply for this role:

1. Why you would like to volunteer for the exhibition
  2. Any relevant experience you have
  3. Skills you would like to gain by volunteering with the museum
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If you require assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process, for example due to a disability, please contact us by email at [volunteering@scienceandindustrymuseum.org.uk](mailto:volunteering@scienceandindustrymuseum.org.uk) or by calling 0161 696 7774.

We wish you every success with your application!