

**Our mission is to inspire and educate our community by preserving and sharing our art and history.**

**Description:** Do you like interacting with people and being informed about community events? Are you familiar with Museum London and its programs? Become a Volunteer Programs and Events Assistant with Museum London and you will not only gain skills in event management but also gain an appreciation for the London arts community. Our Volunteer Programs and Events Assistants help with various events throughout the year including Artist Workshops, Film Screenings, Lecture Series, Nuit Blanche, and Museum Underground events such as the Crawl.

**Commitment:** Flexible schedule based on mutual agreement and event needs. Typically most events are during evenings and weekends.

**Location:** All volunteer shifts will be worked on-site at Museum London (421 Ridout Street North, London, ON) unless otherwise notified.

**Skill Requirements:**

- Excellent customer service skills
- Ability to receive feedback and take action when appropriate
- Previous sales and retail experience is preferred
- Background in Event Planning, Film Studies and/or Art is an asset
- Valid Police Records Check
- Complete mandatory Health & Safety training
- Must be 16 years of age or older

**Duties and responsibilities:** Not all duties will apply at each event. Job training is typically done prior to each event.

- Selling tickets and checking a list of names for people who have pre-purchased.
- Concession and/or Catalogue sales (including cash handling)
- Welcoming and greeting guests, signing up attendees as Museum London Supporters (via iPad if provided)
- Setting out and cleaning up beverages and any catering.
- Representing Museum London and liaising with the public answering any questions and inquiries
- Assisting Artists with workshops for the public
- Enforcing all 'Museum Manners' during public events – making sure all artifacts and gallery spaces are safe of spills and other accidents

**Benefits:**

- Parking pass supplied during shift
- 15% discount in the Shop at Museum London

**Reporting to:** Jordan Brennan, Volunteer Services & Assistant Events Coordinator

**Application Process:** Please apply online at: [museumlondon.ca/support/volunteer](https://museumlondon.ca/support/volunteer). Once an application form has been received, along with a resume, you will be contacted by our Volunteer Coordinator, Jordan Brennan, to confirm your availability and set up an interview. Upon successful completion of an interview, a police check will be required and arrangements to attend a Volunteer Orientation Session will be made.