

Loughborough Carillon Tower & War Memorial Museum

Museum Guide

A Museum Guide's main duties include:

- Operating in accordance with the Museum's policies and procedures
- Being present on the two upper floors of the Museum to enable the public to access them
- Answering questions from visitors and offering explanations of the Museum's objects on display
- Ensuring the security of the exhibits.

Personal skills and qualities that a guide needs:

- A commitment to the aims and principles of the Museum
- A commitment to equal opportunities
- Good communication skills
- Friendliness and approachability
- The ability to work as part of a team.
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We agree to:

- Interview you to find out your interests and skills
- Complete an Induction Programme before you take up any duties
- Give you a written outline of the specific role you will undertake
- Reimburse certain expenses. (Travel to and from the Museum will not normally be reimbursed.)
- Give you a telephone contact number and assign a named person in the Museum as your main source of support
- Give you every opportunity to attend training sessions to support you in your work within the Museum.
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You agree to:

- Have a Duty of Care to the people you work with. Provide details of a personal referee. (In the case of a student under 18 years of age this should be a member of the teaching staff at your school or college.)
- Attend the Museum regularly on the dates and at the times agreed; if not able to attend, telephone in good time to allow the Museum to make other arrangements.
- Keep information confidential.
- Report any concerns you may have about safety, security or any other matters to the chairman or another member of the Museum committee.

Signed.....(Volunteer)

Signed.....(For Museum) Date.....