

DITCHLING MUSEUM OF ART+CRAFT

Administrative Volunteer Role

Come and be part of our exciting volunteer team!

Purpose of role:

To enter data captured on our visitors' handwritten Gift Aid data capture forms and enter into excel spreadsheets or other electronic formats. It is a great career option for detail-oriented people.

Main activities

Provide excellent data capture skills and:

- Enter visitor information from handwritten paper form to spreadsheets/electronic formats.
- Provide excellent typing skills.

Support staff with research and other tasks:

- Assisting museum staff with other important admin/data capture roles

This role would suit someone who:

- Takes pride in offering excellent attention to detail
- Is experienced in Excel
- Is interested in either working remotely or at the museum
- Enjoys administrative roles
- Is flexible, adaptable and able to respond to fluctuating data quantities
- Is happy to work on their own and be self-led
- Is trustworthy with data protection

We provide:

- Training relevant to the role
- An opportunity to gain experience, especially for CVs
- The experience of supporting and being involved in a cultural organisation which is run by both professional staff and a volunteer community.
- A volunteer programme that includes an annual get together and volunteer visits.
- A 20% discount in our shop and café and free entrance to the Museum.

Commitment: We are looking for people who we hope could commit to at least a regular half day per week or per fortnight

We welcome people of all abilities and are happy to accommodate particular needs. Ditchling Museum of Art + Craft is fully accessible to wheelchair users.

Location: Ditchling Museum of Art + Craft, Lodge Hill Lane, Ditchling, BN6 8SP/remote.

If you are interested in this role please contact us on

Email : sam@ditchlingmuseumartcraft.org.uk Or Telephone on : 01273 844744

Named Contact: Sam Reece, Visitor Services Manager