



New Lanark World Heritage Site Volunteer Role Descriptions



Events & Exhibitions Volunteer

Event and Exhibitions volunteers will join a diverse team of enthusiastic helpers who support the delivery of world-class events and exhibitions at New Lanark. Our events and exhibitions are held at various dates throughout the year, often on evenings, weekends and during school holiday periods so volunteers must be flexible and often able to help out at short notice!

Key Volunteer Duties:

Events

- Attending pre-event meetings and training
- Helping to set up in advance of the event including room /area layout & decoration, activity preparation, putting up signage etc.
- Assisting with the on-the-ground running of the event including:
 - Selling / checking tickets
 - Meeting and directing the public and answering questions
 - Where relevant dressing up / becoming a character for the day e.g. the Easter Bunny / Ted at the Teddy Bear's Picnic
 - Helping deliver activities at events such as face-painting, games and quizzes, treasure trails
 - Occasionally helping to supervise craft activities
 - Manning buildings at Doors Open Day, handing out leaflets and chatting to the public about the buildings
 - Liaising with external groups, entertainment providers (e.g. storytellers, actors) and stallholders etc.
- Helping with clear-up / take-down after event / exhibition- storing props / decorations, taking down signage etc.

Exhibitions

- Attending exhibition briefing meetings
- Helping to steward exhibitions & ensuring the security of items on display
- Familiarisation with the content of the exhibition
- Answer enquiries and chat to members of the public
- Where relevant, assist with set-up / take-down of exhibitions

Key Attributes / Skills

- Friendly & outgoing with strong communication skills
- Experience working with the public would be beneficial
- Ability to work independently & as a team
- Willing to work flexible hours & wear historic costume / fancy dress
- Creative skills advantageous
- Some interest in New Lanark/Heritage/Arts

Role Type

- Various times throughout the year, Monday-Sunday, 8am – 10pm
- Full training provided

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