



New Lanark World Heritage Site

Volunteer Role Description

Public Programming Volunteer



Public Programming volunteers will join a diverse team of enthusiastic helpers who support the delivery of events and workshops at New Lanark. Our public programme is held on 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:

- 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.
- Helping with take-down after event (e.g. storing props / decorations, taking down signage etc)
- Assisting with the on-the-ground running of the event including:
 - Selling/checking tickets
 - Meeting and directing the public and answering questions
 - Helping deliver activities at events such as face-painting, games and quizzes, treasure trails
 - Helping to supervise craft activities
 - Manning buildings at one off events, handing out leaflets and chatting to the public about the buildings
 - Liaising with external groups, facilitators, entertainment providers (e.g. storytellers, actors)
 - Where relevant dressing up/becoming a character for the day e.g. the Easter Bunny, historic

Key Attributes / Skills

- Friendly & outgoing with strong communication skills
- Experience working with the public would be beneficial
- Ability to undertake tasks independently & as a team
- Willing to volunteer during flexible hours
- Creative skills advantageous
- Some interest in New Lanark/Heritage/Arts

Role Type

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

Benefits

New Lanark provides access to a high quality, innovative and exciting public programme. Public Programme Volunteers are a part of this dynamic creative environment and work amongst a team of engaging, committed and creative individuals.

Public Programme Volunteers will play a key role in the operation of special workshops, talks and events and in ensuring that New Lanark is a welcoming and friendly environment. During some specialist workshops there may be the opportunity to engage in craft activities, show off your skills, and engage with expert practitioners.

- Volunteers are entitled to an excellent 20% discount in The Mill Cafe and Mill Shop
- Volunteers are invited to Exhibition Launch events, a great opportunity to get to know the team better!
- Public Programme Volunteers will be offered various opportunities to gain further experience within the volunteer team where appropriate. This could be through assisting with exhibitions, in other front of house volunteer roles and within our archive.

Uniform:

There is no uniform in place currently however we ask Exhibition Volunteers wear a New Lanark Volunteer badge, which is left on site at the end of each shift. For special events, you may be asked to wear a branded New Lanark top or fleece.

Key Contact:

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