



# New Lanark World Heritage Site Events Volunteer

Do you like taking part in fun, interactive and unique events and exhibitions? Are you passionate about history? Do you enjoy working with the public? Then our Events Volunteer role is for you!

Our enthusiastic Events Volunteers help to support our seasonal events and exhibitions by engaging the public across the site. Events Volunteers support the setting up of events and exhibitions spaces, supervise activity stations, and are a friendly and informative presence on site. Our varied events calendar allow the public to engage with New Lanark's history in exciting, interactive and meaningful ways.

Event Volunteers will have the chance to develop their skills in site assistance, event work, and public engagement. New Lanark is a UNESCO World Heritage Site of international significance and a registered charity – by volunteering with us, you are helping to support New Lanark to continue to preserve our history and heritage for future generations.

## What will you be doing?

- Being a friendly face to welcome visitors to New Lanark
- Assisting with event set-up and take-down, including but not limited to: decoration, room/area layout, and activity preparation
- Attending staff and volunteer briefings prior to events and familiarisation with the content of the event
- Stewarding the event or exhibition areas and providing directions and information to visitors
- Supervising event activities, including but not limited to: craft activities, object handling activities and information stalls
- Expanding your knowledge of New Lanark

Ongoing support, training and skills development will be provided for these duties.

## What skills might you need?

- Friendly, outgoing and inclusive with excellent communications skills
- A keen interest in history, heritage, and New Lanark
- Experience of working in a team and with the general public
- Ability to work in a busy environment
- Capacity to learn and engage with the content of the event in order to inform people accurately
- Good timekeeping and an observation skills
- An awareness of general health and safety and safeguarding procedures



## What skills will you develop?

- Experience of working in events
- Exposure to event and exhibition planning and delivery
- Working with the public and customer service skills
- Working in a constructive team environment

## Time Commitment

- Year round and flexible, but dependent on upcoming exhibitions and events, often seasonal
- No minimum hours required for this role

## Opportunities & Benefits

- Meeting a wide variety of people from across the globe
- Access to ongoing support and opportunities for training and development
- Developing skills, confidence and increased sector specific knowledge
- Networking with other industry professionals and organisations
- Opportunities to gain further experience within the volunteer team where appropriate
- A 25% discount in The Mill Cafe and 20% in The Mill Shop (excluding alcohol, books, food, Locharron, and Jessica Graaf)

## Requirements

- Details of references will be requested
- A Disclosure Scotland check will be conducted for volunteers at the expense of New Lanark Trust
- If accepted, you will be invited to attend some days on site for induction, briefing and training, including a tour of the site
- All volunteers will undertake a trial period of one month

## Uniform

- There is no formal uniform for volunteers; however, we ask that volunteers are neat and well-presented when representing New Lanark. We will provide 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:

Sophie Hunter, Learning and Engagement Officer

[heritage@newlanark.org](mailto:heritage@newlanark.org)

01555 661 345