



Scottish Fisheries Museum

Volunteer Museum Guides – Job Description

In a spectacular location opposite the harbour in the fishing village of Anstruther in the East Neuk of Fife, we are a National Museum telling the story of the Scottish fishing industry, its boats, harbours and communities.

Museum Guides

We are currently looking to expand our range of guides in line with new developments within our education department.

The Museum offers guided tours to groups of all ages, from adult to pre-school groups. As a museum guide your aim is to support accessibility and engagement of the museum collection, through the sharing of interesting stories and information about objects and displays, and encouraging conversation and questions about the collection.

Guides will go through induction and training/shadowing sessions, and will be offered full support by museum staff. This is an exciting opportunity to become part of a vibrant museum and its team while learning new skills and knowledge.

Main Responsibilities :

To welcome and provide guided tours of the Museum on an 'as and when required' basis for booked groups.

Safeguarding the public by maintaining health and safety procedures

To provide feedback/evaluation of group visits to the Learning and Access Officer / relevant member of staff.

Voluntary guides duties can include **some or all** of the following depending on experience and preference of applicant:

- to guide adult groups
- to guide early years/primary schools/secondary schools
- to guide higher education groups
- to guide adults/children with additional support needs
- to lead activity/workshop sessions for schools/youth groups
- to be present in the galleries to answer questions from the general public (during peak holiday times)

Essential Skills and Competencies

- Good verbal communication skills and friendly manner
- Ability to work with and liaise with a range of people from staff to volunteers, from teachers to the public
- A willingness to learn
- An interest in history, heritage and/or the fishing industry

- Must be able to be flexible in availability and be willing to work to the Museum's policies relating to volunteers

Desirable Skills and Competencies

- Knowledge or experience of the fishing industry
- Knowledge of the local area
- Teaching skills
- Experience of working with museum or gallery sector

Volunteers must be prepared to:

- sign the Museum's Volunteer Agreement form
- undertake any internal or external training as required by the Director
- go through Enhanced Disclosure process
- understand and adhere to the Museum and Boats Club 'Health and Safety' and 'Child Protection' policies (training provided by museum)
- To provide excellence in customer care

Please apply in writing (no more than one side of A4) including relevant information. Please also attach CV. Please state what type of activity you are interested in (guiding, workshops, both) and age range (eg adult, schools, early years, all ages etc).

Please email applications to **andrea@scotfishmuseum.org** by 7th January. Applicants will be contacted by 14th January and training will take place in February 2013.