



PROVAN HALL COMMUNITY MANAGEMENT TRUST

Volunteer Role Description

Role Title:	Exhibitions Volunteer
Responsible to:	Community Engagement and Volunteer Coordinator
Where (Location):	Provan Hall, Auchinlea Road, GLASGOW, G34 9PQ
Time commitment:	Part-time, flexible, to be agreed with Volunteer Coordinator
Role description:	<p>Provan Hall Community Management Trust is looking for volunteers to support our exhibitions programme at Provan Hall, a late medieval building that has recently undergone a £2m restoration. We aim to have a new exhibition every 3 months and need support. This could involve preparing interpretation panels, images, setting up and taking down exhibitions.</p> <p>Exhibitions will be open to the public and aim to engage the public with the history of Provan Hall and the wider area.</p> <p>The Trust aims to support volunteers to gain new skills, knowledge, experience, and meet new people. The role is flexible.</p> <p>The Trust provide training, a script, and cover reasonable volunteer travel expenses</p>
Main tasks:	<p>The role can include one or more of the following, and you can decide your responsibilities in discussion with the Volunteer Coordinator</p> <ul style="list-style-type: none"> • Researching exhibition topics and/or drawing on existing research • Preparing short, written interpretation for heritage panels in simple, accessible, family friendly language • Identifying images (ideally high resolution and not under copyright) for exhibitions • Taking photographs for exhibitions • Helping set up / take down exhibitions



Qualities required for this role:	No qualifications or previous experience is required. Valuable qualities for the role include an interest in local history, the ability to write in accessible language (training will be given), to meet deadlines, work with others, and communication skills.
Training and support available:	The Trust will provide an induction, some research materials, equipment (e.g. camera, pen and paper), training, and will cover reasonable travel expenses.
PVG or other Disclosure checks required for this role:	Unlikely. Only necessary if doing regular work with protected groups.
Extras/benefits of volunteering in this role	Learn, meet new people, build skills, experience and confidence, and increased wellbeing through community connection.
Recruitment process:	This will involve an informal interview and interview questions will be sent out in advance so there are no surprises!
Date role created:	16.11.2022