

### What is a Groups and Marketing Volunteer?

Groups and Marketing Volunteers help with promoting and booking group bookings, as well as ensuring as many people know about the museum in and around Bath and the South West.

### What's in it for you?

- Being part of an ambitious museum who want to grow visitation and engagement with local, national and international audiences
- Meet new, like-minded people
- Have fun volunteering in a busy, friendly and dedicated team
- Use and expand your skills and knowledge

### What's involved?

- Ensuring all group booking enquiries are dealt with in a professional manner
  - Promoting the Museum and what we have to offer
  - Using the telephone and computer systems to contact groups and confirm their bookings
  - Meeting and greeting groups on their arrival at the Museum
- Using Microsoft Office programs (Word, Excel, Outlook) and other software to contact organisations, amend external websites and promote the museum
- Being an ambassador for the museum both face to face and online
- Following the American Museum's Health and Safety Policy at all times.

**This role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract**

## This role will suit people who...

...want to share their passion and enthusiasm for the Museum. You'll like meeting and helping people face to face and online and ensuring they have the most up to date information about the Museum as possible. You'll also enjoy sharing your existing skills and learning some new ones too.

## Extra information

<b>Time commitment</b>	½ or 1 day a week, Mon-Fri, 10am to 4pm (currently 2 positions available)
<b>Volunteers Manager</b>	Sharon Blanchard
Tel	01225 823017
Email	sharon.blanchard@americanmuseum.org
<b>What you need to wear/ bring</b>	This is an office based role. Smart/casual clothing
<b>Training/Resources</b>	Working with staff and ongoing development review
<b>Expenses</b>	Out-of-pocket travel costs between home and volunteering place will be paid, and other reasonable expenses agreed in advance.
<b>Website</b>	<a href="http://www.americanmuseum.org">www.americanmuseum.org</a>

## About the American Museum

The Museum was founded in 1961 and with its remarkable collection of folk and decorative arts it shows the diverse and complex nature of American traditions. The only museum of Americana outside the United States, it was founded to bring American history and cultures to the people of Britain and Europe.

The museum welcomes over 35,000 visitors per year and has ambition to grow visitation over the coming years

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