

Exhibition Interpretation Volunteer – The Angus	
TITLE OF ROLE	Exhibition Interpretation Volunteer
REPORTS TO	Learning and Participation Officer
PURPOSE	To develop exhibition texts based on research conducted by Exhibition Research Volunteers and with direction from the Project Learning and Participation Manager, using individual creativity
TASKS	<ol style="list-style-type: none"> 1. Write copy for exhibitions and displays in plain English, based on material researched, on agreed themes 2. With direction from the Engagement/Learning Officer, create exhibitions and displays 3. Design, set up and dismantle exhibitions, within budget and to deadlines
HOURS/FREQUENCY	The opening hours of The Angus are 9.30am – 4.30pm (Monday – Friday). Working hours of individual volunteers to be agreed, within the opening times of the Library
REQUIREMENTS – KNOWLEDGE/SKILLS/QUALIFICATIONS/ ATTITUDES NEEDED TO CARRY OUT THE ROLE	<p>Essential</p> <ul style="list-style-type: none"> • Ability to convert research material to plain English, suitable for exhibition panels and captions • Ability to work on own initiative • Creativity and practical approach to designing and putting up simple exhibitions and displays • Desktop publishing experience <p>Desirable</p> <ul style="list-style-type: none"> • Curating exhibitions • Working within a heritage organisation • Graphic design
TRAINING	<p>The following training will be given:</p> <ol style="list-style-type: none"> 1. Induction – Background History, Information about The Angus and its Collections, Health and Safety, Equal Opportunities, Safeguarding Policy, Volunteer Policy, and Procedures 2. Handling fragile documents 3. Planning and creating exhibitions – content and realisation 4. Any other agreed training arising from agreed individual development needs