

Volunteering at

JANE AUSTEN'S HOUSE

Event Support Role Description



About this role

Events at Jane Austen's House take us away from the ordinary and into spectacle, performance, and new experiences. Events volunteers help with these special occasions, whether they are late night openings, picnics, or workshops go swimmingly, right at the heart of the action, and making sure everything is just right.

What's Involved?

- Helping with event preparation (this could be on the day itself or in advance)
- Welcoming visitors during events
- Supporting staff to deliver events
- Helping to deliver event catering
- Helping with post-event clear up
- Helping visitors to discover more and enjoy the event
- Thinking about the needs of all visitors, including disabled people and families.
- Showing visitors the safest routes out of the building or offsite in an emergency
- Helping visitors to understand the role of JAH in Jane Austen's creative life
- Helping visitors to understand that JAH is a charity and that their visit supports the museum
- Getting to know health and safety and evacuation procedures
- Following the JAH code of conduct

How much time would you need to give?

We have events at least once a month throughout the year.

Events Support Volunteers are required on an ad-hoc basis

This role will suit you if you....

- Enjoy meeting and talking with new people
- Are a great communicator
- Love creating a friendly and welcoming atmosphere
- Enjoy being part of a busy, lively and supportive team.
- Are full of enthusiasm and hope to inspire visitors of all ages.
- Love Jane Austen! (This is actually not essential, but having a strong interest in English Literature, the Regency period or sharing stories from the past is important. You will pick up lots of facts and information through volunteering).

Things to know....

- This can be a fast paced, physically demanding role
- Event support volunteers can work anywhere across the site
- Some events involve late nights

How to apply

If this sounds like the right volunteer role for you, we would love to hear from you.

We ask all new volunteers to fill in a brief application to tell us a little bit more about you and why you think this role is suitable for you.

Please send completed applications, or if you have any questions, please contact our Head of Commercial & Visitor Experience

susan.rayner@janeaustens.house

Thank you