



# Royston & District Museum and Art Gallery

## Volunteer Role: Handyman

We're looking for a volunteer handyman to join our small team and help with DIY and small-scale maintenance tasks in the museum.

### What will I be doing?

Lifting and moving display boards and other objects around the museum  
Plastering, Painting  
Gardening / weeding  
Helping to hang works of art  
Putting up shelves  
Minor maintenance tasks (we have a contractor who handles major maintenance work)

### Where will I be based?

At Royston Museum on Lower King Street.

### How much time do I need to give?

We're here during the week so you need to be free for a few hours at least one weekday. We're flexible on days and time.

### Is this role right for me?

Yes, if you are:

- practical and enjoy getting your hands dirty
- used to doing DIY jobs
- able to work without supervision
- reliable
- able to work within the museum's guidelines, policies and procedures
- willing to carry out training and follow guidelines

Royston & District Museum & Art Gallery  
5 Lower King Street  
Royston  
SG8 5AL  
01763 242 587



## **What support and training will I get?**

You will be supported by the museum team and there will be someone else on site with you. You might be working with a member of staff, other volunteers or on your own.

There may be chances to attend training with organisations like SHARE East of England (who support museums in the region) and the Hertfordshire Association of Museums.

We'll check in with you to make sure you're getting what you want out of volunteering with us. If needed, we will give you more training and support.

## **What can I expect from the museum?**

- To be treated fairly and with respect.
- Skills that can be added to your CV (including DIY skills, team work, working to deadlines)
- A member of staff you can talk to about your role and any problems at the museum that you need us to help with.
- Staff that understand life can get in the way. We will work with you throughout your volunteering to support you to continue with us.
- To become part of our small friendly team
- To be recognised and appreciated for your work
- Chances for extra training
- Regular updates about the museum
- The chance to give your ideas about what the museum could do
- An enjoyable experience
- Working somewhere unique
- The chance to learn more about Royston's history
- A secure space for your belongings and lunch. We provide free tea, coffee and sometimes biscuits.
- Satisfaction of supporting your local museum and to help keep it running

## **What will the museum expect from me?**

- To represent the museum in a positive way at all times
- To be reliable and dependable
- To maintain good working relationships with other volunteers and museum staff, visitors and trustees
- To undertake appropriate training
- To follow the museum's policies and procedures
- To give as much as you can to volunteering so you can get the most out of it.
- To support the museum's vision and values

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There will always be a member of staff you can talk to about your volunteering. You will be able to speak to them in person, on the phone or via email.

## **About the museum**

Royston and District Museum and Art Gallery sits at the heart of Royston and celebrates the wonderful stories of the town and its people.

The museum is in Lower King Street near the centre of town and has been in its current building since 1984. It was built as a Sunday School for a nearby church. The displays in the main gallery show what local life has been like over the years. Our upstairs art gallery shows work from local artists.

Due to Covid, the museum is currently closed to the public and we're aiming to open later in the year. Now we're busy behind the scenes and we need help with our DIY and small-scale maintenance projects. Once we reopen, we will still need help with these tasks.

Contact us: Email Amy at [assistant@roystonmuseum.org.uk](mailto:assistant@roystonmuseum.org.uk) or call 01763 242 587

What happens next: Fill in the volunteer form and either email it to Amy at [assistant@roystonmuseum.org.uk](mailto:assistant@roystonmuseum.org.uk) or post it to the museum at this address:

Amy Judd  
Royston & District Museum & Art Gallery  
5 Lower King Street  
Royston  
SG8 5AL

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5 Lower King Street  
Royston  
SG8 5AL  
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