Exhibitions Volunteer
Sir John Soane's Museum, London, UK

About us:
Sir John Soane, the son of a bricklayer, became one of the most celebrated architects of his day. When he died in 1837, he left the home that he designed to the public. Today the museum fulfils his wish and presents his collection of art, sculptures, books and furniture as it was in 1837, so visitors can step back in time into his beautiful and unusual house.

What will the role involve?
The Exhibitions department at Sir John Soane's Museum is responsible for conceiving and creating the Museum's temporary exhibitions. Currently we put on three exhibitions each year and show additional content online. You will be involved in various projects related to exhibitions, including tasks related to our upcoming exhibitions that will open in spring 2023. You will have the opportunity to assist with installing and de-installing exhibitions in our gallery space. Finally, you will also contribute to an ongoing project sorting and organising our exhibitions records.

This role is a hybrid role, with some aspects undertaken remotely and flexibly, and others on site at the Museum at scheduled times.

Links:
https://www.soane.org/exhibitions
https://www.soane.org/whats-on/archive

Availability:
We hope that you'll be able to join us for about a day each week for a period of 3-4 months, although these hours can be spread across several days and some volunteering may be undertaken remotely. We typically install and de-install exhibitions on Mondays and Tuesdays, when the Museum is closed, but we are otherwise happy to discuss individual flexibility and work around commitments for all other projects.

We're looking for someone who is:
- Interested in museums and galleries. This role would be ideal if you are considering a career in curating
- Comfortable volunteering as part of a team
- Comfortable using computers for basic office tasks (Microsoft Word, PowerPoint and Excel will be used regularly as part of this role)
- Interested in research and writing, and ideally you will have some writing, proofreading and research experience
- Eager to learn about object handling. This role will include assisting in the install and de-install of exhibitions. It may also include the use of ladders and working from height, so that ability is preferred but not mandatory. We will provide training for this aspect of the role.

What we will offer you:

This role be supervised by the Assistant Curator (Exhibitions) and will help you to develop some key skills related to curating exhibitions. These include object handling, developing and producing online exhibitions, researching content, and installing and de-installing exhibitions. We will also offer you:

- A welcome day training session as well as possible training in project-specific areas
- A weekly newsletter from the Soane
- The opportunity to take part in talks and events as part of the Volunteer programme
- Reimbursement for out of pocket travel expenses up to a maximum of £12.50 per day.

How to apply

To apply please send your CV and a covering letter and email it to volunteer@soane.org.uk or by post to Victoria Witty, Volunteer Manager, 13 Lincoln's Inn Fields, London, WC2A 3BP.

The deadline for applications is <u>10 September 2023</u>.

We welcome applicants from all sections of the community and you don't need to have volunteered before.

We plan to organise informal discussions via Microsoft teams for <u>21 or 22 September 2023</u> which will include the Volunteer Manager and the Assistant Curator. We won't be able to offer informal discussions to everyone who applies but we will provide feedback on applications if it is requested.

Please contact the Volunteer Manager, Victoria Witty, via volunteer@soane.org.uk if you have any questions about the role. If you have an access need you would like to let us know about at this stage, please get in touch and we'll be happy to answer any questions.