Volunteer Role Description

Role: Event Steward

Team: Event Management

Role Purpose: To assist the Museum in running a variety of Events, both on the Museum premises and at Outreach events.

Reports to: Event Manager

About The Long Shop Museum
The Long Shop Museum is housed in a cluster of historic buildings in the Suffolk market town of Leiston. The buildings are survivors of the original 19th century works site of Richard Garrett and Sons. Garretts were world-famous manufacturers of steam engines and other agricultural machinery, and the Museum has important collections relating to farming machinery, steam traction, tools and commercial and domestic products that were made by the works during its 200 year history - from sickles to steam engines, from seed drills to tumble dryers, and from threshers to cardboard box makers.

The Museum site covers over an acre. It includes historically and architecturally important and protected buildings. The Long Shop itself – a prototype for assembly line production – is unique and grade II* listed. The museum helps to explain the town's industrial character and how its residents contributed to the agricultural and industrial revolutions.

Attracting up to 10,000 visitors a year, The Long Shop Museum makes an important contribution to the local tourism offer, both in Leiston and in the East Suffolk area. The Museum is also a place of pilgrimage for many people interested in industrial heritage and archaeology. Our volunteers are at the heart of what makes the museum a success.

What you will be doing:

Duties vary according to the type and scale of the event but generally include:

- Setting up and packing away equipment.
- Interacting with the public, making them feel welcome and orientating them with the site and its facilities.
- Controlling the safe entry and exit of visitors.
- Supervision and marshalling of on-site vehicle movement and parking.

This role would suit someone who:

- Has good communication skills and is enthusiastic about the Museum
- Enjoys dealing with the public
- Remains calm under pressure

What will you get from working as a volunteer at The Long Shop:

- An informal, varied, and rewarding role involving interaction with other volunteers, visitors, exhibitors and traders.
- A role that makes low demands on commitment with Infrequent, predictable, involvement required.

What training and support will you receive in this role:

- You will receive regular information updates about your team and the museum
- You will be invited to attend regular volunteer forum meetings and social events
- You will receive induction training that includes Health & Safety, and site and task familiarisation
- You will be offered optional training related to your chosen role(s) to make your tasks more enjoyable and rewarding

How this role benefits the Museum:

- It allows us to run safe, accessible, and enjoyable events that cater to a variety of audiences.
- It raises the profile and attractiveness of the museum as a destination.
- It promotes the museum to a greater number of potential audiences.

Interested in this role?

Please contact us by either:

- Emailing the museum at - info@longshopmuseum.co.uk
- Writing to us at – The Long Shop Museum, Main Street, Leiston IP16 4ES
- Using the Enquiry Form at - https://www.longshopmuseum.co.uk/volunteer-3/
- Calling the museum on - 01728 832189 (you may need to leave a message)

We will provide you with a Volunteer Application Pack by your preferred method (email or post) which will include instructions for if you choose to proceed.