Volunteer Role Description

Role: Museum Maintenance Team Member

Team: Museum Maintenance Team

Role Purpose: To assist with the on-going general maintenance of the Museum's grounds, buildings, fixtures, fittings, and displays. Working to an agreed maintenance schedule as well as addressing problems of wear and tear, as they arise.

Reports to: Museum Director

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:

- Cleaning, lubricating and other preventative maintenance tasks
- Painting and decorating
- Simple carpentry and plumbing repairs using hand and power tools, such as replacing a lock or changing a tap washer.
- Other general maintenance tasks as required
- Other simple building maintenance tasks according to volunteer's skills and abilities

This role would suit someone who is:

- Willing to work as part of a small team.
- Able to be flexible and to adapt to different tasks.
- Willing to listen, and to learn new skills.
- Willing and able to work co-operatively with staff and other volunteers, but also happy to work unsupervised on certain tasks.
- Willing to follow training and guidance given, especially related to Health & Safety
- A conscientious worker who takes pride in their efforts.

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

- A sense of involvement in a meaningful project.
- Regular interaction with a team with a shared purpose in an accessible and inclusive environment.
- A sense of fulfilment and achievement.
- Regular manual and intellectual activity, and self-actualization.

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 receive training and support on the necessary tools and techniques needed to fulfil the role satisfactorily and safely
- 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 helps to ensure that the Museum remains safe and accessible.
- It helps to ensure that the museum is presented to the highest standard and provides the best possible visitor experience.
- It ensures that the rich heritage of the Museum's historical buildings is protected.
- It provides opportunities for volunteers to learn new skills that benefit the volunteer and the Museum.

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.