

Job Title: Events Volunteer

Purpose: Volunteers in this role help to deliver a variety of different events at Daly House from planning and preparation to setting up and running activities on the day of the event. It's about offering visitors something fun and memorable and encouraging them to return and tell their friends about the museum.

What this role will entail:

Volunteers in this role will be added to the Events Volunteer Register. When a volunteering opportunity arises, an email or phone call will be sent out to the volunteer. This volunteering opportunity may involve preparing for, advertising, or helping out at an event. If a volunteer is interested they just need to email or call back to let the Museum staff know that they would like to help out.

Volunteer Tasks:

- Engaging with visitors of all ages by providing a warm friendly welcome to all visitors as the public face of Daly House Museum, answering any questions and encouraging people to get involved in the event/ activity
- Helping out at events for adults; taking names at the door; serving refreshments; providing information; running stalls; assisting with activities; ticket selling and cash handling; requesting feedback
- Helping out at events for children: helping to facilitate craft, storytelling and other hands-on activities; stewarding at large events; requesting feedback
- Setting up for and tidying up after the event
- Photography: taking photos at the event/activity; obtaining permission forms
- Advertising events: uploading event details online; distributing posters
- Monitoring gallery floors, enforce visitor guidelines during events
- Ensure the safety of visitors and artifacts

What you will gain from this role:

- Becoming part of a friendly and dedicated team
- Volunteering in a beautiful historic setting
- Meeting people and making new friends
- Chance to improve your communication skills
- Experience to enhance your CV
- Opportunity to ask for a reference after 20 hours of voluntary work
- Enjoying new experiences

Skills Required

- Welcoming, friendly and polite manner towards visitors
- The ability to work with diverse groups of people of all ages
- Willingness to help out with a variety of tasks
- Physically able to lift and move heavy equipment, furniture, and ability to stand for long periods of time
- A positive attitude and strong interpersonal skills

- Ability to work independently and in a team environment
- Be dependable and committed to carrying out your role to the best of your abilities

Potential Time Commitment:

On an ad hoc basis, according to the events programme – events make take place during the museum’s regular hours, weekends, and some evenings. An events volunteer may commit to helping as much as they are able to by responding to as many or as few opportunities as they like when offered by the museum.

Responsible to:

Eileen Trott, Museum Curator. Contact: 204-727-1722 or dalymuseum@wcgwave.ca

Training & Support

Training will be given by the Curator and/or Fundraising Events Chair for all tasks which the volunteer is asked to undertake

Health and Safety Responsibilities:

The volunteer will be provided with a risk assessment for any event at which they volunteer. They will be responsible for their own health and safety and that of those with whom they volunteer. The volunteer will not work unsupervised with children or vulnerable adults.

The volunteer will become familiar with and follow the Daly House Museum’s Health and Safety Policy, Harassment Policies

How to Apply:

Applications are welcome from those age 18+. Those interested should send a completed volunteer application form to Eileen Trott at dalymuseum@wcgwave.ca or Daly House Museum 122-18th Street, Brandon, MB, R7A 5A4

About Daly House Museum

Built in 1882, the Daly House is a small Victorian Mansion nestled in the heart of Brandon. Originally the home of two of Brandon’s prominent families – the Dalys and the Coldwells – it is now the only pre-1900 structure remaining on 18th Street, a municipal heritage site, and a fine example of Italianate architecture. This unique museum with its antique furnishings and displays such as Mutter Brother’s Grocery store transports you back in time to the 19th century the second you step through the doors.