



Volunteering Opportunities with The Architecture Centre

Role title: Front of house support officer

The Architecture Centre is recruiting a team of front of house volunteers to staff the Centre's new ground-floor gallery on Bristol's Harbourside.

The role

With support from Centre staff you would be responsible for daily set up / close down of exhibition, welcoming visitors, dealing with enquiries (in person and on the telephone), updating the information area and ensuring that the gallery is well-presented. There will also be the opportunity to become involved in other areas of the Centre's work such as exhibition research, marketing and website updating.

This is an excellent opportunity to gain experience in an arts / gallery context and to become involved in the wide-ranging work of the Centre.

You need to be able to commit to at least one regular shift each week, for a minimum of 3 months. (Holidays can be accommodated by prior arrangement.) Shifts are as follows: Weds, Thurs, Fri: 10.45-2 or 2-5.15; Sat: 11.45-2.45, 2.15-5.15.

As a volunteer you will receive complimentary or concessionary tickets to events and invitations to private views.

Skills required

We welcome applications from all backgrounds. While no formal qualifications are required you will need to be able to demonstrate:

- Ability to deal confidently with the public in person and on the telephone
- Strong interest in architecture and design and a commitment to the aims and objectives of the Architecture Centre
- Knowledge of built environment issues, or a willingness to learn
- Well-presented with a helpful, friendly and professional manner
- Ability to work as part of team and independently on own initiative
- A flexible approach
- Confidence in using computers e.g. internet and word processing, and in cash handling.

How to apply

Please send a CV and brief covering letter outlining why you are interested in the post to: Centre@architecturecentre.co.uk, with the subject line 'Front of house volunteer'.

The Architecture Centre

More information

The Architecture Centre champions better buildings and places for people. By demonstrating the value of good design we aim to increase public awareness and enjoyment of the built environment, and stimulate demand for design excellence.

Further information available from our website: www.architecturecentre.co.uk