



## **Volunteer Job Description- Stewarding**

**Post:** Volunteer - Stewarding

**Reporting to:** Office Co-ordination, Sidney Nolan Trust

**Location:** The Rodd, Presteigne, Herefordshire, LD8 2LL

### **Background**

The Sidney Nolan Trust celebrates the life and works of one of the 20th century's greatest contemporary artists, Sir Sidney Nolan. Formed in 1985 by Sidney himself, the Trust also builds on his passion to create an important centre for art and music at his former home, Rodd Court, a 16th century manor house on the Welsh Marches.

One of the key components of our creative programme this year are the exhibitions in our Gallery and Rodd Court. We also open Sidney's Studio to the public which has his last studio, untouched and in situ.

Your role as a volunteer will be to support the Trust in ensuring all visitors enjoy their time with us. This will include stewarding our exhibitions and completing tasks set by the Office Co-ordinator

### **Specific Tasks**

- Welcoming visitors
- Taking admission fees
- Taking sales in our small shop
- Answering queries
- Stocking leaflet/information displays

### **Skills and Qualities Needed**

- Be able to act in a courteous, friendly, professional and helpful manner when dealing with members of the public
- Good knowledge of and enthusiasm for the arts, with some knowledge of Sidney Nolan
- Ability to use own initiative
- IT skills and an understanding of web-based information
- A flexible and adaptable approach to fulfilling the duties of the post
- Be reliable, punctual and be able to fulfil the requirements of the position
- Demonstrate a positive attitude and be able to work well as part of a team.

### **Commitment**

From April-September the gallery/Rodd Court is open, volunteers will be asked to commit to a regular shift(s) either weekly or fortnightly. A shift is approximately 3 hours but could be as long as 6 hours if preferred.

### **Sidney Nolan Trust**

The Rodd, Presteigne, Herefordshire, LD8 2LL  
01544260149 [info@sidneynolantrust.org](mailto:info@sidneynolantrust.org)  
CIO 1161850



### **Support and Training**

The volunteer will be given regular one to one guidance and support. All volunteers will receive Health & Safety, and Customer Care training.

### **Our Expectations of Volunteers**

- Willingness to abide by the Trust's Policies
- Be an ambassador for the organisation and to present the organisation accurately and positively
- Co-operation with administrative tasks (e.g. filling in time sheets)
- Commitment to attend on-going training.

### **What Volunteers can Expect from Sidney Nolan Trust**

- Clear guidance on the functions and policies of the Trust
- Appropriate training and support to help you fulfil your role
- To be kept informed of possible and upcoming changes and to be given regular opportunities to give feedback to the Trust
- To be respected and recognised as a valued member of the Trust's team. To be provided with identification to wear whilst at work
- To be provided with a safe work place and relevant workplace insurance whilst on Trust premises

For further information or to apply please contact [hollie@sidneynolantrust.org](mailto:hollie@sidneynolantrust.org) or call 01544260149.

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