



September 2017

Gallery Evaluation Volunteer at the Museum of Archaeology and Anthropology

Why MAA needs this role

The Museum of Archaeology and Anthropology has a wide and varied audience. But what do visitors think they are coming to? What do they get out of their experience?

The Gallery Evaluation volunteers seek to answer some of these questions, by discretely observing our visitors and interviewing some of them

Volunteer tasks

- Following appropriate training, volunteers will be expected to time and track museum visitors
- Volunteers will be expected to conduct exit interviews with some members of the public. This will include engaging and proactively approaching visitors
- Information and feedback from visitors will be recorded by the volunteer on paper forms tailored for each venue, following a consistent and structured method.
- Volunteers to remain professional and positive in their approach to the evaluation and understand that they may be seen by the public as representing the museums
- Volunteers will be expected to conduct the evaluation activity alongside the Front-of-House team.

What you will gain from this role

- Training will be provided by Sarah-Jane Harknett
- Practical experience working in museums
- Develop your skills and experience within a University museum setting
- Join a motivated, fun and enthusiastic team
- Gain valuable experience that will enhance your CV and set you apart in the job market
- Meet new people within your local community
- Satisfaction of giving back
- Gain cultural sector contacts within a supportive environment

Skills required

Volunteers from all backgrounds and experience are welcome, especially those who have an interest in working in the Museum and Heritage Sector or market research. We are looking for confident, reliable, punctual and self-motivated people who are able to put visitors at their ease. Volunteers must be approachable, able to communicate with a variety of audiences and a good listener. Much of the time you will be working unsupervised, while also representing the museum

to members of the public. This role requires volunteers to be on their feet in the museum for much of the time.

Potential time commitment: Tracking takes place during the normal opening hours of the museum. The museum opening hours are Tuesday to Saturday, 10:30am – 4:30pm and Sunday, 12pm – 4:30pm. A tracking session is usually two hours.

Location: Museum of Archaeology & Anthropology, Downing Street, Cambridge CB2 3DZ

Responsible to: Outreach Organiser. Direct work with museum Front-of-house staff

Training and Support

We will provide you with training in the particular museum evaluation techniques used by the project.

Health and safety responsibilities

You will be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures.

To Apply

Please return a completed Expression of Interest form to: Sarah-Jane Harknett, Outreach Organiser sjh201@cam.ac.uk or to the Museum of Archaeology and Anthropology, Downing Street, Cambridge CB2 3DZ.

About the Museum of Archaeology and Anthropology (MAA)

Cambridge University's Museum of Archaeology and Anthropology offers a feast of images and ideas. It houses world-class collections of Oceanic, Asian, African and native American art - canoes, sculptures, masks, and textiles - and major archaeological discoveries, ranging from the earliest stone tools, discovered by Louis Leakey in Olduvai Gorge, to British finds from Roman and medieval periods. As well as being open to the general public, the Museum of Archaeology & Anthropology is a research and teaching facility of the University of Cambridge.

About the University of Cambridge Museums

University of Cambridge Museums is a consortium of the eight University Museums, which works in partnership with the Cambridge University Botanic Garden and other Cambridge University collections. They include: Fitzwilliam Museum, Kettle's Yard, Museum of Archaeology and Anthropology, Museum of Zoology, Museum of Classical Archaeology, Whipple Museum of the History of Science, The Sedgwick Museum of Earth Sciences and The Polar Museum. The University's collections are a world-class resource for researchers, students and members of the public representing the country's highest concentration of internationally important collections, all within walking distance of the City Centre.