

# Devon Guild of Craftsmen

## Volunteer Role Profile

<b>Title of role</b>	Volunteer Gallery Assistant
<b>Location</b>	Devon Guild of Craftsmen Riverside Mill, Bovey Tracey, Devon TQ13 9AF
<b>Reporting to</b>	Exhibitions Officer
<b>Hours/days</b>	4 hours +

### What work will I be doing as a volunteer ?

- Working with the gallery team to take down and set up exhibitions both at the Devon Guild and touring locally
- Packing and unpacking items of craft.
- Cataloguing craft items, including labelling.
- Preparing display methods (e.g. plinths and boards)
- Gallery presentation work - including cleaning and tidying

### What experience, skills, interests or attributes will I need to do this volunteer role?

- Good administration and communication skills
- Good attention to detail
- Good organisational skills
- Good interpersonal skills
- Reliability
- A knowledge of tools and DIY and ability to do some light physical work

### What can Devon Guild of Craftsmen offer me as a volunteer?

- Full training and support in this role
- The opportunity to gain experience with a busy contemporary crafts seller and gallery, and develop exhibition skills
- References (after the completion of 3 projects)
- The opportunity to work at the heart of your community
- The opportunity to play a meaningful role in Devon Guild of Craftsmen's aim of offering opportunities for everyone to be inspired by and learn about contemporary craft