

The logo for Bury Transport Museum is a dark red, horizontally-oriented oval with rounded ends and a white border. The text "BURY TRANSPORT MUSEUM" is written in white, uppercase, sans-serif font across the center of the oval.

BURY TRANSPORT MUSEUM

Role Title: Reception desk volunteers

Responsible to: Access and Education Officer (AEO) – Frances Bray

Purpose: To work on Bury Transport Museum reception desk

Responsibilities:

- To give a warm and friendly welcome to all visitors to the museum.
- To sell entry tickets to visitors using electronic till.
- To answer any telephone enquiries.
- To display and sell small items in the retail area.
- To cash up till at end of day and secure takings.
- Compliance with BTM's Health & Safety policy and, where appropriate implementing emergency and accident procedures.
- Be aware of DDA and follow guidelines given in BTM info sheet.

Skills required:

- Friendly and welcoming personality
- Competent at handling money
- Experience in retail or working as a receptionist is desirable but not essential as full training will be given.

Hours:

- Ideally volunteers would be able to commit to one day a fortnight (or more frequently) on a rota basis.

Benefits:

- Meet new people in the local community.
- Opportunity to apply your skills in a new environment.
- Be part of an exciting new development in Bury's Cultural Quarter.