

Handel & Hendrix in London

Weekend Support Volunteer

Background

Handel House at 25 Brook Street was home to the baroque composer George Frideric Handel from 1723 until his death in 1759. This landmark address is where Handel composed some of the greatest music in history including *Messiah*, *Zadok the Priest* and *Music for the Royal Fireworks*. The other famous resident, the '60s rock legend Jimi Hendrix lived in the flat at the top of 23 Brook Street – which will open to the public in 2016. Exhibitions, concerts, private events, and educational workshops regularly take place.

As a volunteer to support weekend staff at the historic residences, you will have a free weekend every third week (work for two weekends on either Saturday or Sunday for two weeks followed by a free weekend). This position gives you a chance to gain Front of House and back office experience in equal measure and to get a feel of how a small historic house operates. The list of duties below is not exhaustive:

Front of House duties

- Working with volunteers in different areas of the historic residences
- Acting as a room attendant and fulfilling all those duties and responsibilities (interacting with visitors, answering questions and following relevant health and safety and security procedures)
- Trained in the shop and at reception - fulfilling all the duties and responsibilities of a retail assistant and receptionist, including ticket sales
- Take responsibility for stocking up the shop
- Assisting with Front of House duties (stocking up leaflets, children's trails, etc.)
- Be familiar with all aspects of evacuating the building safely in case of emergencies
- Assist and support staff with weekend events e.g. concerts or family events
- Any other tasks as outlined by the Duty Manager
- Deliver a Saturday Gallery Talk and take part in tour guide training

Office Duties

The office duties vary every week depending on what tasks other staff members need doing. The duties below are a small sample of what you will be doing:

- Taking event bookings by phone and answering general enquiries
- Updating Patron's Edge software programmes
- Assisting with general administration tasks including filing, organising, updating comments book and spreadsheets, and other databases etc.
- Assisting with mail outs
- Updating of visitor feedback and attendance figures for marketing purposes
- Assisting with other marketing work e.g. uploading listings and updating mailing lists
- Assisting with research when required
- Other ad-hoc administrative tasks

What we are looking for

- An interest in and knowledge of music and history
- Interest in the work of museums
- Attention to detail
- Reliable and punctual
- Enthusiastic attitude
- Excellent communication and interpersonal skills
- Excellent verbal and written communication skills and attention to detail
- Team player who enjoys interacting with visitors, volunteers and staff

What we can offer you

- Learning about Handel and 18th century London and Hendrix and London in the 1960s
- Develop work experience, which will be a valuable addition to your CV and a chance to gain professional references
- Insight into the workings of small high profile historic houses

Duration and Hours

This is a permanent position (requirement to stay for a minimum of 6 months to get the most out of the position).

The rota consists of two weekends working (either Saturday 09:30-18:00 or Sunday from 11:30-18:00) and the third weekend off.

Expenses

Travel expenses will be reimbursed up to £5.50 per day.

How to apply

To make an application for this volunteer position please download the Support Volunteer Application Form online. Please email your completed application forms, together with a copy of your CV to volunteer@handelhendrix.org.

Further Information

Only successful applicants will be contacted. You must be aged 18 and over.