

The Arts Society  
Greater London Area Volunteering Opportunities  
2017-2018

**Benjamin Franklin House, 36 Craven Street, WC2N 5NF**

Front of House Volunteers required at this Grade 1 historic house – from running the box office to leading tours of the house for visitors. One day per week. Roles especially suited to those with strong interest in the public side of museums/heritage work. Contact Stephen Wilson; tel. 020 7839 2013

**Conway Hall, 25 Red Lion Square, London WC1 4 RL**

Conway Hall's library houses the Ethical Society's collection of Humanist research material. The work involves noting the condition of books, their cleaning and conservation. Book Conservation Training is needed. There is a vacancy for an experienced book conservationist. Contact – Sophie Hawkey-Edwards, tel. 020 7061 6747; email [sophiehawkeyedwards@gmail.com](mailto:sophiehawkeyedwards@gmail.com)

**Design Museum, Commonwealth Institute, Kensington, SW8 6AG**

The Design Museum has moved to new premises at the old Commonwealth Institute on Kensington High Street and is due to open in November 2017. They are looking for volunteers for three roles and training will be given.

**Welcomer**

A volunteer is needed to deliver excellent customer service, provide information and handouts, orientate people, and supervise an activity table. Be familiar with forthcoming events/exhibitions and provide information on local facilities (tube, ATM machines, Boris bicycles etc).

**Library Volunteer**

Help set up the new library and its procedures; assist the public, students and museum curators with their enquiries and research (this is not a lending library, the books must be read in situ). An interest in contemporary design is desirable.

**Family Activity volunteer**

Assist with hands-on design activities for families at weekends and during school holidays

Contact Claire Robinson, Volunteers Manager; tel. 020 3862 5875; email [volunteer@designmuseum.org](mailto:volunteer@designmuseum.org)

**Dickens Museum, 48 Doughty Street, London WC1N 2IX**

The need is for room stewards/guides to look after visitors to Dickens' London home. General stewarding plus some conservation roles will be needed in the future. Contact Adam Kalinowski tel. 020 7405 2127; email [adamkalinowski@dickensmuseum.com](mailto:adamkalinowski@dickensmuseum.com)

### **Emery Walker House, 7 Hammersmith Terrace, Chiswick, W6 9TS**

A fascinating terraced house overlooking the Thames, which was the home of Emery Walker - printer, collector and mentor to William Morris. It reopened on Thursdays and Saturdays from 20 April 2017 for special guided tours in groups of maximum 8 visitors. The tours last one hour and are pre-booked. After an introductory talk you will accompany the visitors through all the main rooms in the house and (weather permitting), the garden, bringing to life the history of this unique house beside the Thames. Volunteers are urgently needed to act as tour guides and training will start soon. Contact Jessica Loukaides on tel: 020 8741 3735; email [jessicaloukaides@artsandcraftshammersmith.org.uk](mailto:jessicaloukaides@artsandcraftshammersmith.org.uk)

### **Dorich House Museum, Kingston University, 67 Kingston Vale SW15 3RN**

Volunteers needed for front of house / visitor assistance and stewarding roles. Hours and days are flexible. Volunteers will be joining others on a team. All Volunteers help with Gallery Assistant duties and have the opportunity to be involved in a range of activities, including Front of House greeting visitors and manning the Museum shop, helping with public and private events, running Learning Activities, and tour guiding. Museum Volunteers play a vital role in keeping the collection and the Museum safe as well as sharing knowledge of the Museum and collection with visitors and improving the visitor experience. There will also be an opportunity to get involved in other 'behind the scenes' Museum activities including: assisting the Curator with research and archiving, assisting with museum marketing by using social media, updating the website and occasional leaflet distribution, helping with collections care and object cleaning. Contact Sian Milliner by email [dorichhousemuseum@kingston.ac.uk](mailto:dorichhousemuseum@kingston.ac.uk)

### **Foundling Museum, 40 Brunswick Square, London WC1N 1AZ**

This museum tells the story of Britain's first home for abandoned children. There are some vacancies for volunteers interested in either gallery stewarding or reception work. The museum is open from Tuesday to Saturday 10.00am to 5.00pm and on a Sunday from 11.00am to 5.00pm but volunteer hours are flexible i.e. to suit you. There are current vacancies. Contact Vincent Rice; tel. 020 7841 3611

### **Handel House Museum, 25 Brook Street, London W1K 4HB**

Handel House is a small and beautiful museum in central London, largely staffed by a team of dedicated volunteers of all ages. All volunteers help with gallery attendant duty and there are opportunities to become involved in a range of activities, including reception duty, shop assistant, assisting with events and weekly concerts, tour guiding and delivering Saturday Talks. The rota is flexible (one shift per week minimum); shifts are either 10.00am-1.30pm or 1.30pm-6.00pm (Tuesday to Saturday) or 12.00-4.00pm or 2.00pm-6.00pm (Sunday). Contact Carly Lawrence; tel. 020 7399 1954

### **Household Cavalry Museum, Horse Guards, Whitehall, London SW1A 2AX**

This museum is located in a historic building adjoining the stables of the horse guards. Volunteers wanted mainly for room stewardship. Flexible arrangements for the rota. Contact Doreen Hewitt; tel. 020 7930 3070

### **Lancelot Capability Brown (work from home)**

2016 is the 300th anniversary of the birth of Lancelot Capability Brown. There will be a Capability Brown Festival and we have been asked to provide researchers. The job involves searching online for old maps of CB sites all over the country. Training will be given but this is a job which can be done in your own time on a computer but please keep a note of the hours you do! Email Judith Al-Seffar (The Arts Society Parks & Gardens) at [judith.nadfaspg@gmail.com](mailto:judith.nadfaspg@gmail.com)

### **Leighton House**

Leighton House is looking for Room Guides for their new summer exhibition of **Alma Tadema: At Home with Antiquity**. Volunteers will provide a warm and friendly welcome to visitors and make sure no works are damaged. You can sit down whilst in the Museum and take breaks in the volunteer room where tea, coffee and biscuits will be provided. Travel expenses can be reimbursed up to £6.00 per day. Guides are needed for every day except Tuesdays when the house is closed to the public. Shifts are either in the morning from 10.00am to 1.30pm and/or the afternoon 1.30pm to 5.30pm, and can be arranged with Leighton House to suit. Training will be given. Contact Tracey Lazarus; [tracey.lazarus@rbkc.gov.uk](mailto:tracey.lazarus@rbkc.gov.uk)

### **Linley Sambourne House, 18 Stafford Terrace W8.**

This house was the home of Punch cartoonist Edward Linley Sambourne, his family and their servants. This late Victorian family home is preserved almost entirely intact, giving a memorable insight into the lives of the Sambournes and the world in which they lived. Volunteer Room guides are needed from 1.45 to 5.30 on Wednesday, Saturday and Sunday afternoons. Room guides must keep an eye on all the contents of the room so as to ensure nothing is damaged or taken by any visitor, and can be seated in the room. Guides may also swop rooms with other guides during the afternoon if they so wish. Tea, coffee and biscuits are provided and travel expenses up to £6 per day can be claimed on receipt of a ticket. Contact Tracey Lazarus; tel 020 7471 9158 or email [tracey.Lazarus@rbkc.gov.uk](mailto:tracey.Lazarus@rbkc.gov.uk)

### **The National Archives, Kew, Richmond, Surrey TW9 4DU**

The National Archives accept volunteers for specified jobs. If you register an interest your name will be kept on their mailing list, and you will receive details of vacancies. Email [consenquiries@nationalarchives.gsi.gov.uk](mailto:consenquiries@nationalarchives.gsi.gov.uk)

### **Old Royal Naval College, 2 Cutty Sark Gardens, Greenwich SE10 9LW**

The ORNC comprises Discover Greenwich (a small museum), Chapel and Painted Hall. They need volunteers to assist their Visitor Experience Team in providing a warm welcome and an informative visit. Volunteers will carry out research, run object handling lessons, assist the Learning and Interpreting team in delivering learning programmes for adults and young learners. They will also provide behind the scenes office support and work on projects with the Marketing and Events Team. ORNC provides training for volunteers. Hours are flexible, but volunteers must commit to 3.5 hours per week or 1 day a fortnight for a period of 3 months – this is on a rolling basis. Contact Ann Burton tel. 020 8269 4794 or email [volunteer@ornc.org](mailto:volunteer@ornc.org)

**Royal Asiatic Society, 14 Stephenson Way, London NW1 2HD**

This club was founded as a forum for those interested in languages, cultures and the history of Asia. Four volunteers needed to do archive work. Contact Alison Ohta; tel. 020 7724 4741 or email [info@royalasiaticsociety.org](mailto:info@royalasiaticsociety.org)

**Royal Institution, 21 Albemarle Street, London W1S 4BS**

The Royal Institution, founded in 1799, is devoted to scientific education and research. Many scientific discoveries were announced from there and Faraday's laboratory, including his pot of liquid gold, can be seen in the Faraday Museum. There is a large library including rare and beautiful books. The RI needs volunteers for book and document conservation - cleaning and minor repairs before the material goes online. There is work for experienced book volunteers as well as those with less experience. Work will take place for either a full or half day on a Thursday or Friday from 10.00 to 4.00 with a break for lunch. There is a lovely coffee area at the top of the building. Contact Mary Butler, HV rep for The Arts Society Highgate, to register your interest.

**Royal Institute of British Architecture, 66 Portland Place, London W1B 1AD**

(British Architectural Library - The Robert Elwall Photographs Collection)

Volunteers are required, ideally with an architectural background or knowledge (but those with an interest in architecture and/or photography will be welcome) and basic computer skills to sort, organise, list and catalogue photographic material once a week on a day to be agreed with Valeria. The most important requirements are accuracy and attention to detail. The swipe card you will use to gain access to the library will also give discounts in the RIBA cafes and bookshop, and access to the staff canteen. Contact Valeria Carullo tel. 020 7307 3710 or email [Valeria.Carullo@riba.org](mailto:Valeria.Carullo@riba.org)

**Royal Society of Medicine, 1 Wimpole Street, W1G 0AE**

The Royal Society of Medicine is one of the major suppliers of postgraduate education. One experienced volunteer needed for book conservation  
Contact to be supplied

**Sir John Soane Museum, 13 Lincoln's Inn Fields, WC2A 3BP**

This compact museum was left to the nation by Sir John Soane (1753 - 1837) and requires room guides and stewards to work alongside experienced members of staff, assisting them with visitors. The rooms are filled with furniture, paintings, models under glass domes, ceramics and other works of art, and as a guide, you will help to bring the rooms to life for visitors. Training given. The museum is open all year from Tuesday to Saturday, 10.00am to 5.00pm. The schedule is very flexible, but note the visitor route is narrow and there are stairs. Contact Tara Sutin by email [tsutin@soane.org.uk](mailto:tsutin@soane.org.uk)

**Strawberry Hill House, 268 Waldegrave Road, Twickenham TW1 4ST**

Strawberry Hill began life as a modest house built by coachmen in 1698. It was developed into the finest example in Britain of Georgian Gothic Revival architecture and interior decoration by Horace Walpole - the son of Robert Walpole, England's first Prime Minister. The House is looking for room guides and help with front of house. The house is open 10.00 to 6.00 Monday to Wednesday and some Sundays (last visitors 5.00 entry). Visitors are encouraged to pre-book their visit.

There are two shifts each day 10.00 to 2.15 and 2.00 to 6.00 with a rest break. Induction and on-going training will be given. Benefits include free anytime access for you, plus a 50% discount for anyone you bring with you, free tea and coffee. 10% discount in the cafe and also a discount in the shop. Contact Sandra Pullen on 020 8977 6148 or email [sandra.pullen@strawberryhillhouse.org.uk](mailto:sandra.pullen@strawberryhillhouse.org.uk)

**University College London. UCL Library Services Gower Street, WC1E 6BT**

Four more volunteers are required to assist book preservation in the library and the archives. Monday to Friday, mornings and/or afternoons. Contact to follow.

**Westminster City Library Archives Centre, 10 St. Ann's Street, SW1P 2DE**

Volunteers required to help with caring for books and paper repair. Tuesdays, Wednesdays or Thursdays. Flexible. Contact Georgia Vassou 020 7641 5162 or email [gvassou@westminster.gov.uk](mailto:gvassou@westminster.gov.uk)

**We also have volunteers at the places below but there are no current vacancies. If you are interested in any of them, please let us know so that we can put your name onto a waiting list and you will be contacted when an opening occurs. Thank you.**

British Dental Association  
Central St. Martin's School of Art  
Chelsea Physic Garden  
Fulham Palace  
Goldsmiths Hall  
Highgate Literary & Scientific  
Institution  
House of Lords  
Kings Royal Rifle Corps  
Kingston University  
Lambeth Palace  
London Metropolitan Archives  
Museum of London  
National Trust - Chartwell  
National Trust - Ham House  
National Trust - The Homewood  
National Trust - Polesden Lacy  
National Trust - Standen

Parliamentary Archives  
Quaker House  
Reform Club  
Royal Academy of Art  
Royal Society of Antiquaries  
St. Bride's  
St Paul's Cathedral  
Scots Guards Museum  
Society of Antiquaries  
Southside House, Wimbledon  
Tate Britain  
Victoria and Albert Museum  
Wakehurst, Kew  
Wallace Collection Out of the  
Frame Project  
Westminster Abbey Museum  
Westminster Archives  
2 Temple Place