

# UNITED KINGDOM HISTORIC BUILDING PRESERVATION TRUST

## Middleport Pottery Volunteering Summer 2018

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For 6 weeks across from the beginning of August to mid-September, Stoke-on-Trent City Council and Middleport Pottery are pleased to announce that they will present *Weeping Window* by artist Paul Cummins and designer Tom Piper from 2 August – 16 September 2018. The poppies come to Stoke-on-Trent as part of the final year of 14-18 NOW's UK-wide tour of the iconic poppies. We are expecting in the region of 60,000 *extra* visitors to the pottery during the display alone, and we need your help! Roles include:

### **Car Park Attendants/ Welcome Hosts**

**Role** – To ensure the safety of those arriving on site by assisting in direction of cars and vehicles into and from car parks. To provide initial information to visitors on arrival to site of location of key facilities and logistics of their visit. To ensure that health and safety requirements are adhered to and that things run as smoothly as possible

**Skills** – problem solving and communication skills. Excellent customer service skills.

### **Visitor Areas and Site Guides**

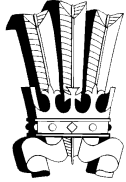
**Role** – To be a friendly presence in our visitor centre. Welcoming visitors and making sure they enjoy their visit. To be a point of contact for any queries and requests. To ensure the flow of visitors round site is maintained. Monitoring the security of the collections, making sure health and safety requirements are adhered to and that the Visitor Centre and site always look their best. To work under the supervision of a member of staff or senior member of the volunteer team and to be based in the visitor centre and generally around site including both inside and outside areas.

**Skills** – Interaction with the general public in a polite manner despite busy periods. Excellent communication skills and customer care skills.

### **Workshop/ Activities Assistants**

**Role** – Working with the public of all ages to interpret the skills used in the pottery industry through practical activities such as clay craft. To make sure that children in particular engage with the site in a creative way under the supervision of their parents or guardians. To provide support to staff in leading and guiding activities.

**Skills** – Excellent communications skills, able to adapt delivery to suit different age groups. Practical arts and crafts skills. Also useful but not essential – previous experience of leading workshops.



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If you are interested in joining our team during this exciting time, please complete and return the form below:

Name:

Email Contact:

Phone Contact:

Role/Roles interested in:

General Availability:

Mon a.m.	Tues a.m.	Weds a.m.	Thurs a.m.	Fri a.m.	Sat a.m.	Sun a.m.
Mon p.m.	Tues p.m.	Weds p.m.	Thurs p.m.	Fri p.m.	Sat p.m.	Sun p.m.

Are there any dates which you cannot work?

How much time would you like to commit to us? (e.g. 2 days a week)

Please let us know your availability for training

Week days (Mon- Fri)	Evenings	Weekend Days

Please return form by email to [adele.Swinney@ukhbpt.org](mailto:adele.Swinney@ukhbpt.org) or by post to

Adele Swinney  
Volunteer Manager  
Middleport Pottery  
Port Street  
Stoke-on-Trent  
ST6 3PE

Any queries call 01782 499766

**We look forward to an exciting Summer 2018!**