

# Congleton Museum



**Job Title: Volunteer Elf for Santa Grotto x2**

**Salary: Unpaid (volunteer)**

**Hours: 16.5 hours work over 3 days (30<sup>th</sup> November, 1<sup>st</sup> December and 2<sup>nd</sup> December).**

**Role: Elf**

**Contract: Temporary**

**Closing Date: 1<sup>st</sup> November 2024**

**Location: Congleton**

## Overview

As a volunteer Elf, you'll bring the magic of Christmas to Congleton Museum's Santa Grotto! Your role includes welcoming excited children and families, assisting Santa with gift distribution, and creating a festive atmosphere through cheerful interactions. You'll help manage queues, keep the grotto looking jolly, and ensure everyone leaves with a smile. This is a perfect opportunity to spread holiday joy and make the season special for our visitors! Tasks could involve; managing the hot chocolate station, taking photographs of families visiting Santa, handing out presents, managing queues, welcoming visitors, handing out museum trails and treats, helping with the Christingle craft activity. This role involves wearing an elf costume.

**Volunteer Santa's Elf Shifts:**

2x Saturday 30<sup>th</sup> November from 2.30pm – 8pm

2x Sunday 1<sup>st</sup> December from 8.30am – 2pm

2x Monday 2<sup>nd</sup> December from 10am – 15.30pm

Congleton Museum is a local history museum in the heart of Cheshire. The museum has recently gone through a major rebrand and constructed a new website. The museum runs major events throughout the year in which the Museum Assistant would assist with the delivery of those events if happening during their shift. The museum is seeing an increase of visitors since Covid and is keen to recruit friendly and welcoming volunteers to its existing team. The Museum Assistant role is to provide a welcoming and friendly reception and first point of contact for museum visitors, providing information and assistance to help maximise their visit. Other duties include keeping the museum tidy throughout the day, keeping up to date with museum activities and reporting to the assistant manager where necessary.

## Person Specification

We are looking for people who can commit to the three dates listed and;

- Be enthusiastic and jolly whilst staying in Character.

# Congleton Museum



- An interest in learning new things and taking part in museum activities
- Happy to engage with museum visitors and build rapport, especially children and families
- The ability to use your own initiative
- Be confident taking card payments and handling cash
- Have an enthusiastic approach to volunteering

## Essential Experience

- Have some experience in a customer facing role

## Preferred Skills and Experience

- Experience volunteering at a similar event or performing in a similar role

To volunteer in this role, you must be over the age of 16 and able to volunteer in the UK.

## Benefits

- Volunteers of Congleton Museum receive a free museum membership which includes priority booking to events, discounted event tickets, newsletter, member only events and access to online family history research databases.
- Reciprocal museum visiting scheme.
- Volunteer training and volunteer only events.

To apply for the Volunteer Museum Assistant role, please send your CV to [anna@congletonmuseum.co.uk](mailto:anna@congletonmuseum.co.uk).