

BRIGHTON TOY & MODEL MUSEUM
52- 55 Trafalgar Street Brighton East Sussex BN1 4EB
01273 749494

email: info@brightontoymuseum.co.uk
www.brightontoymuseum.co.uk

Chairman: A. Pett, Museum Director: C.R.C. Littledale
Trustees: V. Michel, M. Simek, H. Marsh, A. Capo-Bianco
Secretary: Mr. K. Mathews



Information for Voluntary Work Applicants

VOLUNTEERING IS OPEN TO ANYONE; ALL YOU NEED IS ENTHUSIASM AND A WILLING TO GET STUCK IN

Do you have some free time? Do you want to gain valuable experience whilst looking after some old toys? Then volunteering at Brighton Toy and Model Museum is for you. Housed in the historic under-croft arches of Brighton Railway Station, the museum comprises of approximately 4,000 square feet of displays and exhibitions, workshops and arches etc. Adding to the museum service, we provide a shop selling quality collectable toys and souvenirs. The museum is totally independent and relies on time donated by volunteers, admissions and grants as well as fundraising conducted by museum staff and volunteers to cover its overheads.

With an international reputation for the diversity, quality and quantity of its toys and model collections, the museum remains a popular outing for schools and other educational establishments whereby our experienced staff and volunteers present a variety of talks and demonstrations, events such as puppet shows, train runnings and treasure trails as well as the odd wedding reception and corporate entertainment.

WHAT HAS THE MUSEUM GOT TO OFFER ITS VOLUNTEERS?

The museum offers a range of benefits to our volunteers such as experience, knowledge and skills development within an informal, positive and safe environment. Requiring varying levels of commitment, we can offer you full time, part time and short term options.

We provide facilities such as a staff kitchen for beverages and cooking, and a disabled toilet to ensure our museum caters for all the needs of our volunteers. The museum will also assist with travel expenses where necessary.



What type of jobs are on offer to volunteers?

A MUSEUM BACKGROUND IS BY NO MEANS ESSENTIAL!

IN THE SHOP/VISITOR INFORMATION POINT

- ❖ Till operations and sales
- ❖ Stock control
- ❖ Stewarding

MAINTENANCE

- ❖ Maintaining the model train layouts
- ❖ Painting and decorating
- ❖ Health and safety
- ❖ Cleaning

OFFICE

- ❖ Administrative support
- ❖ Fundraising
- ❖ Marketing
- ❖ Membership administration

EDUCATION

- ❖ Audience development
- ❖ Assisting on school visits
- ❖ Organising events
- ❖ Running workshops
- ❖ Oral history

CURATORIAL

- ❖ Documentation and inventory
- ❖ Research
- ❖ Interpretation (labels and display panels)
- ❖ Collections care and handling





Registered charity no 1001560

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Volunteer Application Form

1. POSITION APPLYING FOR (IF APPLICABLE):

2. PERSONAL DETAILS

Title: Mr / Mrs / Miss / Ms:

Surname: Forename(s):

Address:

Postcode: Daytime Telephone:

Mobile Number:

Email address:

Date of Birth:

3. HOW DID YOU HEAR ABOUT VOLUNTEERING AT THE BRIGHTON TOY AND MODEL MUSEUM?

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4. WHAT IS YOUR AVAILABILITY FOR VOLUNTARY WORK AT THE MUSEUM? (PLEASE TICK OR WRITE ALTERNATIVE TIME)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9.30am – 1.30pm						
1pm – 5pm						

5. HOW MANY HOURS CAN YOU VOLUNTEER PER WEEK?

6. WILL YOUR VOLUNTEERING BE SHORT TERM OR LONG TERM?

7. HAVE YOU WORKED FOR A MUSEUM BEFORE? Yes / No (IF YES, PLEASE GIVE DETAILS)...

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Please fill in questions 8 to 11 below or alternatively submit your CV with this application form

8. QUALIFICATIONS – SUBJECTS STUDIED, AND THE QUALIFICATIONS OBTAINED:

Subject	Dates

9. TRAINING – TRAINING YOU HAVE UNDERTAKEN WHICH MAY BE RELEVANT TO VOLUNTEERING AT THE BRIGHTON TOY AND MODEL MUSEUM:

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10. EMPLOYMENT HISTORY – PLEASE LIST THE MOST RECENT POSTS FIRST:

Name & Address of Employer	Job Title	Period of Employment	Reason for Leaving

11. HOBBIES / INTERESTS:

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12. IF YOU ARE NOT APPLYING FOR A PARTICULAR POSITION, WHAT TYPE OF VOLUNTEER JOBS WOULD YOU BE INTERESTED IN PARTAKING AT THE MUSEUM? (PLEASE TICK ALL THAT APPLY)

- | | | |
|--|---|---|
| <input type="checkbox"/> Exhibit Maintenance | <input type="checkbox"/> Education | <input type="checkbox"/> Oral History |
| <input type="checkbox"/> Administrative Support | <input type="checkbox"/> Fundraising and Events | <input type="checkbox"/> Membership Schemes |
| <input type="checkbox"/> Audience Development | <input type="checkbox"/> Front of House | <input type="checkbox"/> Museum Stewarding |
| <input type="checkbox"/> Documentation and Inventory | <input type="checkbox"/> Health and Safety | <input type="checkbox"/> Shop Stock Control |
| <input type="checkbox"/> Research | <input type="checkbox"/> General Maintenance | |
| | <input type="checkbox"/> Marketing | |

13. DO YOU HOLD A CURRENT DRIVING LICENCE? (PLEASE CIRCLE) Yes / No / NA

14. DO YOU HAVE USE OF A VEHICLE? (PLEASE CIRCLE) Yes / No / NA

15. CHILD PROTECTION POLICY – ALL STAFF AND VOLUNTEERS ARE SUBJECTED TO CRB CHECKS (CRIMINAL RECORDS BUREAU); DO YOU HAVE ANY OBJECTION TO THIS? (PLEASE CIRCLE) Yes / No / NA

16. REFERENCES – PLEASE PROVIDE DETAILS OF TWO REFEREES THAT MAY BE APPROACHED IF YOUR APPLICATION IS SUCCESSFUL:

Referee One	Referee Two
Address:	Address:
Postcode	Postcode:
Tel:	Tel:

17. MEDICAL – IN THE EVENT OF YOUR APPLICATION BEING SUCCESSFUL, ARE THERE ANY MEDICAL ISSUES WHICH WE SHOULD BE AWARE OF? SUCH AS ALLERGIES, DIABETES, ETC.

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Please return this form to the museum manager and we will contact you as soon as possible. Should you require more space, please write overleaf.

Your signature: Date:

