

**Leicester City Council Arts and Museums Service**

**Volunteer role description**

Role	Museum Visitor Surveys (survey taking and data inputting)
Number of opportunities	10
Purpose of role	To assist with taking visitor surveys at New Walk Museum and Art Gallery with an opportunity to also input data from visitor surveys as part of the central museums team).
Reports to	Lee Gilbert at New Walk Museum and Art Gallery (Tony Spittle for inputting surveys)
Location	New Walk Museum and Art Gallery for surveying (New Walk Centre for inputting)

<p>Main duties</p> <ul style="list-style-type: none"> <li>• Surveying the general public about their experience within the museum</li> <li>• Inputting data from visitor surveys</li> </ul>
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<p>Skills / Abilities requirements</p> <ul style="list-style-type: none"> <li>• Engaging with the public to complete questionnaires</li> <li>• Good people skills</li> <li>• Ability to use initiative and own judgment</li> <li>• IT literacy desirable (if you wish to take part in inputting surveys)</li> </ul>
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<p>Support/training provided</p> <ul style="list-style-type: none"> <li>• Training on how surveys are completed</li> <li>• Training in context in which surveys are used.</li> <li>• Training in how to use reporting spreadsheets and database.</li> </ul>
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Benefits of the role	Unique opportunities to gain insight into processes that inform planning and the direction of the service. Working with the general public and museum staff.
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When opportunity available	Flexible within 9.00am – 5.00pm: Yes							
	Specific dates to be confirmed with volunteers							
		Sat	Sun	Mon	Tue	Wed	Thurs	Fri
	AM							
PM								

	EVE	No	No	No	No	No	No	No	
Special requirements									
Additional notes	There are specific dates for the collections of surveys but there is greater flexibility in the inputting of surveys (although this will be Monday to Friday).								