



New Lanark World Heritage Site Volunteer Role Descriptions



Crafts & Outreach Volunteer

Volunteers will join the New Lanark Learning and Outreach team and will be involved in assisting with the development and delivery of crafts and learning activities for educational audiences of all ages throughout the year. Many of these activities will take part during school holiday periods and some form part of the main New Lanark events programme.

Key Volunteer Duties:

School Holiday Craft Workshops

- Assisting with the design and delivery of craft workshops running during local school holidays including:
 - Helping to make prototypes of crafts, photocopying templates and materials, gathering equipment and maintaining equipment.
 - Setting up craft spaces and helping to distribute posters and flyers.
 - Helping with running of workshop; demonstrations of how to make crafts, guidance for children, keeping area tidy and manageable.
 - Helping with clear up including tidying all equipment and checking for damage, keeping track of any new equipment needed, clearing and cleaning space..
- Workshops run from 2-4pm. Volunteers will be required from 12.30-5pm each day and for around 4 hours the day before crafts start to help prepare prototypes and set up.

Event Crafts/Educational activities

- Assisting with activities and crafts at events such as the Easter Experience, Back in Time days, Christmas and other events throughout the year including:
 - Helping to prepare prototypes for crafts, organising equipment and all materials before event including posters and flyers for distribution over site.
 - Setting up craft spaces and helping with decoration of event area.
 - Helping man the craft areas and assisting visitors with craft activities, keeping track of supplies and equipment, and helping to promote and encourage visitors to attend.
- Flexible hours required for events as needed and will include weekends.

Key Attributes / Skills

- Creative and artistic with a background or strong interest in arts & crafts
- Friendly and approachable with an ability to communicate well with both adults and children
- Some experience working in a similar role or community role preferable.
- Willingness to work flexible hours
- Interest in display and decoration for events and an understanding of the needs of display within a heritage and museum setting.
- Admin skills including photocopying, laminating and general tasks to get supplies ready for workshops and events.

Role Type

- Various times throughout the year, Monday-Sunday, 8am – 10pm
- Full training provided

Key Contact: Jane Masters, Heritage Manager: jane.masters@newlanark.org / 01555 661345
N.B. Volunteers will be working predominantly with Ruth Beattie, Learning Officer: ruth.beattie@newlanark.org / 01555 661345