

# VOLUNTEER OPPORTUNITIES AT DR JOHNSON'S HOUSE, 2018

**VO'LUNTARY.** *adj.* [*volontaire*, Fr. *voluntarius*, Latin.]

1. Acting without compulsion; acting by choice.
2. Willing; acting with willingness.

(Johnson, *A Dictionary of the English Language*, 1755)



Dr Johnson's House is a charming Georgian townhouse, nestled amongst a maze of courts and alleys in the historic City of London. Samuel Johnson, writer and wit, lived here in the mid-18th century, and compiled his great *Dictionary of the English Language* in the Garret. Today, the House is open to the public from Monday to Saturday, with collections relating to Johnson, restored interiors, and a research library.

## **Volunteering at the House:**

Dr Johnson's House has a dedicated team of volunteers who provide invaluable support to our two members of curatorial staff, aiding the smooth running of the house. Volunteering can be a great way to meet new people and gain behind-the-scenes experience, and we recruit people of all ages and backgrounds to join our friendly volunteer team.

Owing to the small size of the organisation, all our volunteers must be prepared to undertake a wider variety of tasks, ranging from occasional Front of House duties to day-to-day housekeeping, as required. We regret that no travel expenses can be offered and no employment opportunities are available at the end of the period, although you will gain a great understanding of the many aspects of running an historic house museum. References can be offered in support of job applications elsewhere.

Not all placements require qualifications or previous experience, but an enthusiastic approach, independent working, and an interest in Dr Johnson and history is vital. Please refer to the person specification for each post.

**Dr Johnson's House**  
17 Gough Square  
London  
EC4A 3DE  
0207 353 3745



# CURRENT OPPORTUNITIES

## Collection and Exhibition Volunteer x2

### Availability:

One day per week, Monday – Saturday (10am – 4.30pm)

You must be able to commit to the same day and time of the week for the whole of the placement period

### Placement period:

Three months, to begin as soon as possible

### Purpose of the role:

To assist with preparations for our upcoming exhibition

### Activities include:

- Condition reporting and assessing objects in the collection
- Following best practice/ Accreditation guidelines/ SPECTRUM standard for documentation
- Photographing the collection and updating our Accession register
- Wrapping/ preparing items for storage
- Researching loan objects for printed interpretation materials

### Person specification:

#### *Essential*

- A methodical approach and an eye for detail
- An interest in collections care
- Work experience in a collections-based role in a museum or gallery and/or the study of Museum Studies to at least graduate level
- Excellent command of English

#### *Desirable*

- Knowledge of agreed collections standards and/or SPECTRUM guidelines
- An interest in 18<sup>th</sup>-century history and/or English literature and/or Dr Johnson

Essential training in object handling will be provided.

### To apply:

Please send a short CV and cover letter to [helenw@drjohnsonshouse.org](mailto:helenw@drjohnsonshouse.org) by **Friday 11 May** clearly stating your availability. Please include the details of **two referees**, both of whom will be contacted before the placement can start.

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## Events Volunteer x2

### Availability:

A minimum of two evenings (usually 5.30 – 8.30pm) per month

### Placement period:

Ongoing

### Purpose of the role:

To facilitate the smooth-running of our events programme. The House runs one or two evening events each month, including tours, talks and theatre performances, with more taking place during exhibition periods.

### Suggested activities:

- Acting as a representative of the House at all times
- Ensuring the safety and security of our visitors and the collection
- Chatting to visitors and answering general enquiries
- Assisting with set-up for the event (chairs, projector)
- Serving drinks and assisting in clear-up after events
- Must be over 18

### Person specification:

#### *Essential*

- An interest in 18<sup>th</sup>-century history, English Literature and/or Dr Johnson
- An interest in museums and galleries

#### *Desirable*

- Previous experience in a public-facing role

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## Marketing and Social Media Volunteer x2

### Availability:

One day per week, Monday – Saturday (10am – 4.30pm)

You must be able to commit to the same day and time of the week for the whole of the placement period

### Placement period:

Three months, to begin as soon as possible

### Purpose of the role:

To assist with developing, scheduling and posting to our social media accounts, drafting e-newsletters and using various other marketing tools.

### Activities include:

- Photographing the collection and uploading photos to PC/laptop
- Researching thematic ‘words of the day’ in the dictionary and typing up definitions and other citations
- Using our events programme to create monthly e-newsletters to send to our mailing list
- Scheduling posts across social media platforms.

### Person specification:

#### *Essential*

- Ability to write creatively and understanding of writing in a ‘house style’
- Experience using social media sites, preferably in a professional environment

#### *Desirable*

- Copywriting experience
- An interest in 18<sup>th</sup>-century history and/or English language and literature, and/or Dr Johnson

Basic training of any unfamiliar software will be provided.

### To apply:

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