

VOLUNTEER OPPORTUNITIES AT DR JOHNSON'S HOUSE, 2017

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 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.

Not all placements require qualifications or previous experience, but an enthusiastic approach 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

Office Volunteers

Availability:

One day per week, Wednesday – Friday (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 the day to day running of the museum, including a wide variety of office based tasks. This will include marketing/collections management/administration and occasional front desk cover.

Activities include:

- Photographing the collection and uploading photos to PC/laptop
- Researching 'words of the day' in the dictionary and typing up definitions and other topics in preparation for marketing and social media activities
- Researching and updating marketing contact lists
- Working front-of-house, greeting visitors and processing admission fees
- Assisting with administrative tasks in the office
- Wrapping/ preparing items in the collection for storage

Person specification:

Essential

- A methodical approach and an eye for detail
- An interest in the House and the 18th century
- A high level of computer literacy

Desirable

- Experience of working in a professional office environment
- An interest in 18th-century history and/or English literature and/or Dr Johnson

Basic training in object handling will be provided.

To apply:

Please send a short CV and cover letter to helenw@drjohnsonshouse.org by **Wednesday 4 October** 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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