

Castle Capital project

St Marys Hangout Drop in Facilitators

To support our plan for the Castle Capital Project we are running a series of events and a number of different activities with our audiences. We want to make sure that the redeveloped castle museum is a must-see, imaginative, and welcoming 21st century experience. To make sure the past has contemporary resonance and that visitors can choose how they experience, enjoy, and explore the site and collections accessibly. We are seeking to include the voices of our former, current and future visitors in this journey.

We will be undertaking a range of activities during July and August 2018 as a first phase of consultation, including drop in sessions at York St Mary's Church in Castlegate, where the public can learn about the project and give their comments, ideas and opinions. We are looking for volunteers to help support these events. The Hangout Drop In Events will show a 4min overview film which gives some background to the Castle Museum's history, and will provide a range of methods from post it notes, to surveys, for people to leave their feedback.

Role outline

- Welcoming and talking to visitors about the project
- Guiding visitors to the various feedback sections within St. Marys and providing assistance to them if required.
- Ensuring the film is working and draw it to the attention of any visitors.
- Collating feedback cards post it notes and other feedback
- Inputting any feedback into the master feedback spreadsheet (using a windows pc on site). This may include some initial 'tagging' and filtering of feedback, full instructions will be given.
- Keeping the space tidy and welcoming
- Recording any feedback from drop ins (using template forms/equipment (e.g. tablets) on site)

Role criteria

- Friendly and enthusiastic and like talking to people
- Interest in museums and/or public engagement
- Basic Microsoft office skills
- Basic social media/digital photography skills

Timeframe

The consultation process will run from 16th July until the 31st August. Inductions and training will be organised after introductory session in the week commencing the 3rd of July.

We would like a commitment of two sessions a week of 2.5hours either in the morning or afternoon. Specific times will be organised in the induction but we envisage they won't start before 10:30am and will end no later than 4pm. Facilitation of events will be offered to volunteers once trained.

How to apply

[Click here](#) to apply via our online application and quote 'CCP hangout facilitator' or contact philip.newton@ymt.org.uk for more information