



# Volunteer Role Description

*Bakewell Old House Museum*

## IT volunteer

<p>Main purpose</p>	<p>There are many ways in which you can help as an IT volunteer. We use Office 365 &amp; SharePoint, WordPress for the website, and have hardware that needs auditing and updating.</p>
<p>Depending on your skills and interests, you shall be...</p>	<ul style="list-style-type: none"><li>• ensuring we use Office 365's integrated apps to their fullest potential</li><li>• helping to liaise with staff and other volunteers to create a maintenance and upgrade plan</li><li>• Updating and developing our website through WordPress</li></ul>
<p>The role would suit someone who...</p>	<ul style="list-style-type: none"><li>• has experience in specific areas</li><li>• either wants to work on discrete projects or on an on-going basis</li><li>• wants to help an independent charity in Bakewell</li></ul>
<p>In return we shall offer you...</p>	<ul style="list-style-type: none"><li>• training in the IT architecture</li><li>• opportunities for personal and professional growth and development in a community-focused museum</li><li>• induction to the Museum</li><li>• a supportive, friendly environment</li><li>• invitation to volunteering events</li></ul>
<p>Location and Hours</p>	<p>Bakewell Old House Museum, Cunningham Pl., Bakewell DE45 1DD</p> <ul style="list-style-type: none"><li>• the museum is open to the public 25 March – 5 November, with behind-the-scenes work continuing over the winter</li><li>• this role best suits someone who can volunteer on an ad hoc basis</li></ul>
<p>Further info</p>	<p><a href="mailto:markc@bakewellhistory.com">markc@bakewellhistory.com</a> <a href="http://www.oldhousemuseum.org.uk">www.oldhousemuseum.org.uk</a></p> <ul style="list-style-type: none"><li> @BakewellOldHouse</li><li> @bakewelloldhousemuseum</li><li> @OldHouseMuseum</li></ul>

*No experience necessary – just bring your enthusiasm!*