

Volunteer Opportunity: Pamphlet Production Assistant

Location: Nantwich Museum

Reporting to: Administrator & Manager

Time Commitment: *Flexible; approximately 2–4 hours per week*

Purpose of the Role

Support the museum's shop by producing high-quality pamphlets for sale. Your work will help ensure that materials are consistently well-presented and available to visitors.

Key Tasks

- Print pamphlets using existing templates and museum printing equipment
 - Assemble materials by folding, stapling, or binding as needed
 - Ensure all pamphlets are accurate, neat, and display-ready
 - Keep printing supplies stocked and work areas tidy
 - Report printing issues or low stock levels to the Administrator
 - Help restock pamphlets in the shop when needed
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Skills and Attributes

- Attention to detail and commitment to producing quality work
 - Ability to work independently and follow clear instructions
 - Basic understanding of office printers and related equipment (training available)
 - Reliable, punctual, and organised
 - Enthusiasm for supporting the museum's educational mission
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Volunteer Responsibilities

- Maintain a safe working environment for yourself and others
 - Follow the museum's emergency and evacuation procedures
 - Comply with editorial and quality standards for printed materials
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What You'll Gain

- Hands-on experience in print production and shop operations
- Be part of a friendly, dedicated volunteer team

- Contribute to meaningful educational and fundraising efforts
 - Learn about the historical topics featured in the shop's publications
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Interested?

We'd love to hear from you!

To express your interest or find out more, please contact us to arrange a chat with a member of our team.

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