**Swan Explainer Volunteer Application Form**

Confidential

Thank you for your interest in applying to become a Swan Explainer Volunteer with The Bowes Museum. We believe that this will be a fantastic opportunity for all those involved who will become part of supporting the Silver Swan’s journey to performing once again!

**Background information to the Silver Swan:**

The Silver Swan has been performing for audiences at The Bowes Museum since the 1960s.  At that time, it played on demand when a sixpence was placed into a slot.  During the last twenty years it played at least once a day.  Generations of people have been charmed by its magical performance. Constant performances have worn the mechanism which still contains components of over two hundred years old. Parts of the mechanism have been identified as needing restoration and repair to prevent future breakdown. This project aims to undertake some of those repairs, while at the same time revealing new knowledge and understanding to audiences and conservators and thereby ensuring that the Swan’s magic continues for the next generation.

**Inclusion and Diversity:**

We believe that diversity and equality within our workforce, programmes and approaches is crucial to our mission of being inclusive and relevant to our communities. We want everyone to feel welcome. We, therefore, particularly welcome applications from candidates under-represented at The Bowes Museum and within the heritage sector, including Global Majority candidates and/ or candidates with disabilities.

**Please note:**

Though we have a number of possible volunteering opportunities in the coming months, please be aware that for this role we require that applicants are:

* Over the age of 18.
* Preference given to those living in Barnard Castle. (If travel feels like a barrier, we can offer an access fund).
* We intend to offer interview opportunities on 3rd or 4th Oct 2023.
* We intend to deliver Induction Training on 11th October 2023. All volunteers will need to complete induction before taking up the role.
* Are available to volunteer between Oct – Dec 2023.

**Personal Details**

|  |  |
| --- | --- |
| Full Name |  |
| AddressPostcode |  |
| Telephone number |  |
| Mobile number |  |
| Email |  |
| I am over 18. | Yes No |
| I am legally entitled to volunteer in the UK | Yes No |

|  |
| --- |
| Why would you like to become a volunteer on the Swan project? (Maximum of 200 words, feel free to write in bullet-points if you prefer). |

**Availability**

|  |  |
| --- | --- |
| Please tick when you are available to volunteer. | Additional Comments |
| ✓ | Mon | Tues | Weds | Thurs | Fri | Sat | Sun |  |
| 10.30amto 1.30pm |  |  |  |  |  |  |  |
| 1.30pm to 4.30pm |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Please tick what months you are available to volunteer. |  |
| ✓ | October | November | December | All 3 months |
|  |  |  |  |  |

**Referees**

Please give details of two people who can tell us about your ability to undertake volunteering at The Bowes Museum. (Must be someone you have known longer than 6 months and not be a relative or friend)

The role is subject to satisfactory references, in supplying these references you give us permission to contact them.

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Name: | Name: |
| Email: | Email: |
| Telephone: | Telephone: |
|  How do you know this person? | How do you know this person? |

**Privacy Policy**

The Bowes Museum is committed to protecting and respecting your privacy. We are responsible for protecting your information as a “data controller’’ under the applicable data protection legislation. For more information log on to our website at:

<https://thebowesmuseum.org.uk/privacy-policy/> Your records will be held on the Museum’s database and will not be passed to any third party without your agreement.

**Declaration**

I declare that the information I have given in this application is, to the best of my knowledge and belief, true and correct. I agree to the information on this form being stored by The Bowes Museum under our privacy policy.

**Signature:** **Date:**

If you would like any support completing your application form, please feel free to contact Jess White – Co-production Volunteer Manager – jess.white@thebowesmuseum.org.uk

(Please note I work part time and my usual working days are Mon/Tues & Thurs).

If you require this application form in a larger format, please do not hesitate to contact me by email jess.white@thebowesmuseum.org.uk

**Please return your completed application form to The Bowes Museum by 24 September 23:59**

* Email: Jess White, Co-production Volunteer Manager jess.white@thebowesmuseum.org.uk
* Or drop it off in a sealed enveloped marked Private and Confidential for the attention of Jess White Co-production Volunteer Manager to our Reception desk during opening hours: The Bowes Museum, Barnard Castle, County Durham, DL12 8NP.

**We look forward to hearing from you.**

The Bowes Museum is a Registered Charity | Charity Number – 1079639