

MILLMERRAN & DISTRICT HISTORICAL SOCIETY INC

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VOLUNTEER ROLE DESCRIPTION

OPENING & CLOSING MUSEUM

Here are some key roles and responsibilities for volunteers responsible for opening and closing the museum, focusing on tasks related to building access, security, cleanliness, and visitor readiness:

1. BUILDING ACCESS AND SECURITY

Unlocking and Locking Doors: Safely unlock each building at opening and ensure all are securely locked at closing, following the museum's security protocols.

Alarm System Management: Deactivate the alarm system in the morning and reactivate it at the end of the day, if applicable. Report any alarm issues immediately to the supervisor or security team.

Building Inspections: Conduct a quick walkthrough of each building to check for anything unusual or potentially hazardous, such as broken items, water leaks, or other maintenance issues.

2. LIGHTING AND CLIMATE CONTROL

Turning On and Off Lights: Turn on lights in all public areas, exhibit spaces, and offices in the morning, ensuring proper illumination for safety and visitor experience. Turn off all lights at closing.

Activating Fans and Heating Systems: Turn on fans, heating, or air conditioning as needed to ensure a comfortable environment for visitors. Adjust these settings as necessary throughout the day and ensure they're off at closing.

Adjusting Exhibit-Specific Lighting: For exhibits requiring specific lighting (such as dim or spotlighting), follow the setup guidelines provided by the museum staff.

3. CLEANLINESS AND TIDINESS CHECKS

Conducting a Morning Cleanliness Inspection: Walk through public areas, restrooms, and exhibit spaces to check for cleanliness. Make a note of areas that may need attention and report any major cleaning needs to the cleaning volunteer or supervisor.

Performing Quick Spot Cleaning: Wipe down surfaces, remove any visible trash, and straighten furniture or exhibits as needed to ensure that all areas are presentable before opening.

Ensuring Restroom Supplies: Check that restrooms are stocked with essentials like toilet paper, soap, and paper towels. Replenish supplies if necessary.

4. VISITOR PREPARATION

Setting Up Information Desks and Signage: Ensure any welcome desks, maps, or directional signage are in place and that brochure holders are stocked. Check that any materials for visitors (such as maps or informational pamphlets) are readily available.

Testing Audio/Visual Equipment: For exhibits, such as Waterbaby, with interactive displays or AV equipment, test these systems to confirm they are functioning properly for visitor use.

Confirming Exhibit Readiness: Do a quick check of exhibits to ensure they're in their proper state for public viewing. Report any issues with displays or interactives that may need attention before opening.

5. END-OF-DAY CLOSING PROCEDURES

Clearing and Securing the Premises: Conduct a final walkthrough of all buildings, ensuring that no visitors remain inside. This includes checking restrooms and any lesser-used areas.

Turning Off Equipment and Securing Exhibits: Power down any AV equipment, close any cabinets or cases that need to be secured, and cover or protect exhibits as instructed. Close blinds in Pioneer Room.

Final Trash and Tidiness Check: Collect any trash, secure waste bins, and perform a basic cleaning sweep to prepare for the next day. Report any larger cleaning needs to the Volunteer Co-ordinator.

Logging Issues and Completing Checklists: Note any maintenance needs, security concerns, or irregularities encountered during the day, and fill out any required opening/closing checklists to report to museum management.

6. EMERGENCY PREPAREDNESS

Following Emergency Procedures: Familiarize yourself with and follow museum protocols for emergency situations, such as fire or evacuation procedures, ensuring safe exits for all visitors and staff.

Reporting Incidents: Quickly report any incidents, such as accidents or emergencies, to museum management and, if necessary, assist visitors with evacuation or basic first aid according to museum guidelines.

These responsibilities help ensure that the museum is safe, welcoming, and well-maintained for visitors each day. As a keyholder, the volunteer plays an essential role in the museum's daily operations, supporting a positive experience for everyone who comes to visit.