

# JENCKS FOUNDATION

at The Cosmic House, 19 Lansdowne Walk, London W11 3AH  
+44 (0)20 7243 4412 thecosmichouse.org

Volunteers at The Cosmic House are helping with various aspects that contribute to the smooth running of the Post-Modern house museum. This include all front of house elements such as providing a warm welcome for our visitors, answering any immediate questions, helping them to orientate themselves and generally providing the information they need to ensure an enjoyable, and memorable visit. The Cosmic House has Charles Jencks' extensive archive on site, and we have volunteer opportunities to assist with all current archival work.

## **Training and support:**

We have an induction process, during which we give Volunteers the information we believe they need to enjoy their time with us. This will include a detailed tour of the house and a brochure that explains the details about the house and access to archival material. Volunteers are given regular feedback and receive continued training and development throughout their time with us. This is a visitor-facing role that can be tailored to your personal goals and experience, depending on your availability and commitment. We are open to providing opportunities that align with your career aspirations and help you develop the skills you need for the future.

## **Why volunteer at The Cosmic House?**

- Meet new people – from visitors to members of staff, to fellow volunteers – with a variety of interests and expertise.
- Learn about the Post-Modernism movement and Jencks' family legacy while engaging with the first Post War Grade I listed private house, and manifesto of Post-Modernism.
- Learn new skills and gain work related experience in a museum and archive.
- Be invited to take part in talks and events at the Museum.
- Training and support.
- Reimbursement for out-of-pocket travel expenses will be paid, up to a maximum of £10 a day.

## **Who can be a Visitor Assistant Volunteer?**

We welcome applicants from all sections of the community. Wanting to offer opportunities especially to those from our local community and to people new to museums and heritage.

We are looking for volunteers who can demonstrate the following qualities:

- Friendly, welcoming and happy to communicate with visitors.
- Good time keeping skills.
- Happy working independently and in a team.
- Interested in learning more about The Cosmic House, Post-Modernism and Charles Jencks' work.
- Willing to attend an induction and training sessions.

Above all, we are looking for volunteers who are enthusiastic about the role and able to work with our close-knit team of staff and volunteers.

## **Time commitment**

The role of a Visitor Assistant Volunteers best suits someone who can offer their time during the week, consisting of a regular duty on Wednesday-Friday. Flexible volunteering can be discussed if needed; please mention this during the enrolment process.

## **How to apply**

If you are interested in volunteering at The Cosmic House, please send your CV and short covering letter, giving details of availability to [volunteering@thecosmichouse.org](mailto:volunteering@thecosmichouse.org)

**This role is purely voluntary, and this arrangement is not meant to be a legally binding one or an employment contract.**