

JENCKS FOUNDATION

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

Volunteering at the Jencks Foundation and The Cosmic House

Volunteers at The Cosmic House help with various aspects that contribute to the smooth running of the house museum. This will include 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. There will also be the opportunities to assist with inventories of the Cosmic House, depending on availability, assist in the cataloguing and preservation of Charles Jencks' extensive archive on site.

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 new role that we will be developing with our volunteers, and we remain open to suggestions on how we can improve the volunteer experience.

Why volunteer here?

- Meet new people - from visitors to members of staff, to fellow volunteers - with a variety of interests and expertise
- Engage with and share 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 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 and welcoming
- Happy to communicate with visitors
- Good time keeping skills.
- An attention to detail
- Happy working independently and in a team
- Interested in learning more about The Cosmic House, Post-Modernism, Charles Jencks
- 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 best suits someone who can offer their time during the week, consisting of a regular duty on Wednesday-Friday, with a rotating Monday-Tuesday duty where available. We recommend Volunteers offer one shift per week, but ask for at least one shift per month, or a minimum of 12 shifts total.

Flexible volunteering can be discussed if needed, please get in touch with the Museum Manager if you would like to discuss this.

How to apply

If you are interested in volunteering at The Cosmic House, please send a CV and short covering letter, telling us a little about yourself and your career goals and giving details of availability to

volunteering@thecosmichouse.org

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