

# Fishbourne Roman Palace



## Volunteer Role Profile

### Role Title

Second hand Bookshop Assistants

### Role Description

Fishbourne Roman Palace and Gardens is the largest Roman home found in Britain and is today cared for by the Sussex Archaeological Society. As part of our visitor experience and museum engagement, we will be opening up a second-hand bookshop and are looking for volunteers who can greet visitors and assist in the small shop during opening hours. We are looking for an enthusiastic, personable and confident person keen to build experience in customer service and with the ideas and organisational skills to maximise the impact of the small on-site second hand book shop. This role would suit someone aspiring to work in museums or a heritage attractions, but needing more practical experience.

### Duties

- Sort incoming donations of books and identify any which are likely to sell or maybe rare or collectable and have a higher value
- Arrange the books in the shop in categories and alphabetical order
- Review the stock regularly to provide a fresh selection for our customers
- There may be the opportunity to get involved in the sale of books on-line

### Skills Required

- Confident and self-motivated with the ability to work unsupervised
- Ability to engage in a friendly and knowledgeable manner with all visitors
- Able to accurately account for cash transactions
- Reliable
- Enthusiastic about museums and books
- Able to take direction
- Attention to detail
- Flexible approach

### Hours

- This role will start in February 2020 when the Second Hand Bookshop opens to the public. This role can be undertaken anytime in the week or weekends during museum opening hours.
- We are happy to adapt this role around other commitments, but this flexibility is understandable limited to opening hours.

### Location

This role is based at Fishbourne Roman Palace, Roman Way, Fishbourne, West Sussex, PO19 3QR.

### The skills you will gain

- Experience of working directly with the general public in a museum and retail environment
- Good understanding of the visitor experience
- Knowledge through regular use of a cash till system
- Knowledge of basic Roman history and working within an established museum and heritage attractions

### Fishbourne Roman Palace

Discovered in 1960, Fishbourne Roman palace is Britain's largest Roman home and the site of Britain's earliest formal garden. As well as the remains of the palace, the site houses a museum and Collections discovery Centre, which contain collections of national importance. The site also takes part in archaeological research and has recently found Britain's first Roman rabbit and the palace seems to have contained a wildlife garden, introducing many species we consider native today.

To apply, please contact:

Betina Blake

Marketing and Volunteer Co-ordinator

[adminfish@sussexpast.co.uk](mailto:adminfish@sussexpast.co.uk)

01243 785859

Please include details of availability and how you meet the skills required