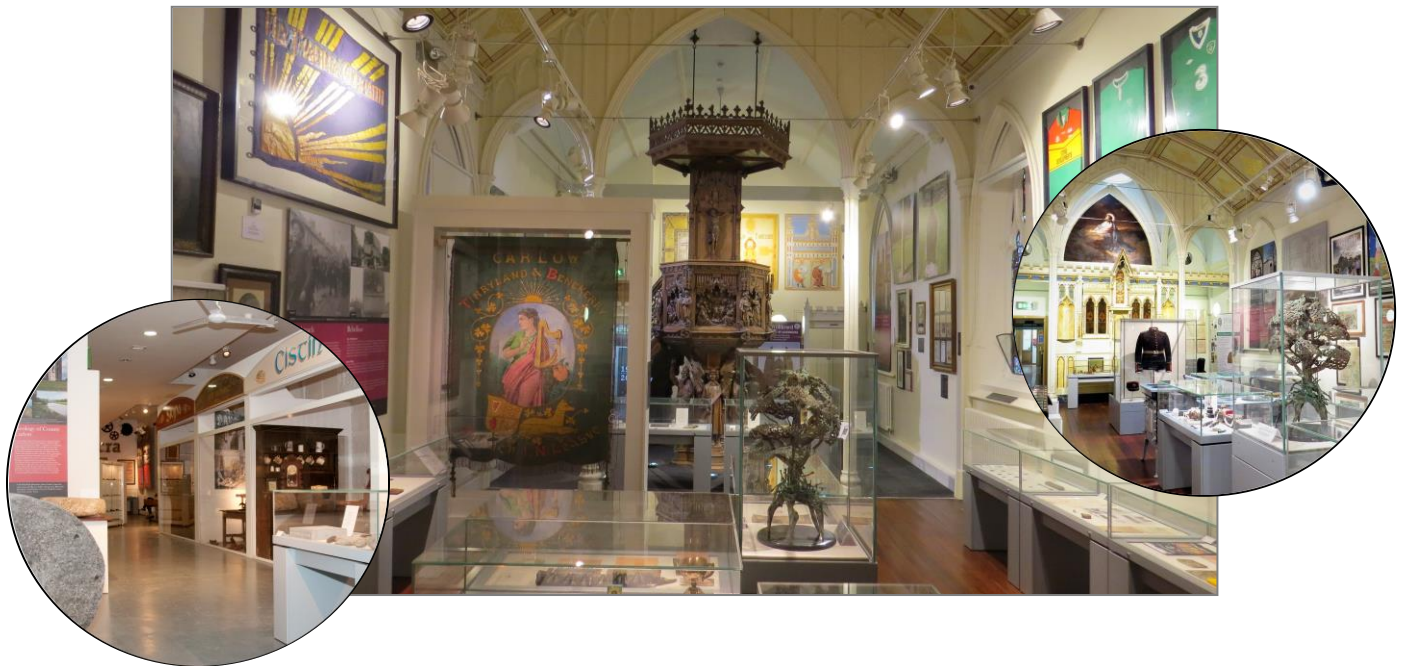




# CARLOW COUNTY MUSEUM

## VOLUNTEER EXPRESSION OF INTEREST FORM



May 2022

## **Carlow County Museum – Who We Are**

First opened in December 1973, Carlow County Museum is operated by Carlow County Council, in partnership with the Carlow Historical & Archaeological Society (C.H.A.S.).

Carlow County Museum is located in the Cultural Quarter of Carlow Town in the former Presentation Convent on College Street, R93E3T2. The Museum is part of a complex that also houses the Carlow Central Library and the Museum is entered through the Carlow Tourist Office.

Carlow County Museum has four exhibition galleries and gives a snapshot of the town and county's history. Three of the galleries have permanent displays, in that the exhibition themes remain the same and relevant artefacts are added to them. One gallery, on the second floor, is the Temporary Gallery and these exhibitions change over time. Admission to the Museum is free.

Among the hundreds of items on display is the famous and magnificent 19<sup>th</sup> century hand carved pulpit from Carlow Cathedral, among the top 100 items to view in an Irish Museum, the pulpit is over 20ft tall and is made entirely of oak; the remains of the last cigarette smoked by Kevin Barry, a medical student from Co. Carlow, who was executed on November 1<sup>st</sup>, 1920 in Mountjoy Gaol, Dublin, at the age of 18 for his role in the Irish War of Independence; the wooden smoking pipe of Captain Myles Keogh, who was killed at the infamous Battle of Little Big Horn in 1876; find out about the great 19<sup>th</sup> century scientist John Tyndall who was the first person to discover the greenhouse effect and has a peak in the Alps named after him; see the 16<sup>th</sup> century grave effigy of Robert Hartpole, the Constable of Carlow Castle; and the original gallows trapdoor from the Carlow Gaol which was used during the 19<sup>th</sup> century for public executions, probably the only gallows on display in the country!

Carlow County Museum has achieved Interim Accreditation under the Heritage Council's Museums Standards Programme for Ireland (MSPI) which promotes professional standards in the care of collections in Irish museums and galleries. Carlow County Museum is the first museum in County Carlow to participate in the programme.

Carlow County Museum is a member of the Local Authority Museums' Network (L.A.M.N) which represents the twelve Local Authority Museums across Ireland, which play a vital role in the social, cultural and economic life of regions across Ireland.

Carlow County Museum is a Designated Museum by the National Museum of Ireland under the National Monuments Acts 1930 – 2014. Under this designation, Carlow County Museum is legally entitled to collect, retain, request and display archaeological objects on behalf of the State. Dermot Mulligan, Museum Curator, is the Designated Person for County Carlow.

**Email:** [museum@carlowcoco.ie](mailto:museum@carlowcoco.ie)  
**Website:** [www.carlowmuseum.com](http://www.carlowmuseum.com)  
**Telephone:** 059-9131554  
**Social Media:** @CarlowCountyMus

## **The Museum Volunteer Role in Carlow County Museum:**

### **Museum Volunteer:**

As volunteer you will form part of the committed team for Carlow County Museum. The team is the primary point of contact for the public. The team is responsible for maintaining optimum levels of customer care at all times, ensuring that all those visiting and using the Museum are looked after and ensuring that operations are run to the highest standards.

### **Typical Volunteer Tasks:**

- Invigilating in the Museums display galleries.
- Meet, greet and assist visitors.
- Being present in the Museum during rostered hours to ensure comfort & safety of patrons.
- Greeting and acknowledging visitors in a friendly and welcoming manner.
- Dealing effectively with visitor enquiries and concerns, referring them to Museum Staff as appropriate.
- Received Garda Clearance before commencing your role.

### **Volunteer Skills:**

- Be 18 years of age or over.
- Be interested in the history and heritage of the county.
- Enjoy meeting people.

### **Your Commitment:**

One half day per month, either a morning or an afternoon. A Monthly Roster is issued to all volunteers.

<b>Museum Opening Hours:</b>
1 <sup>st</sup> February to 31 <sup>st</sup> May, Monday – Friday 10.00am – 4.30pm Saturday 10.00am – 1.00pm and 1.30pm – 4.30pm
1 <sup>st</sup> June to 31 <sup>st</sup> August, Monday – Friday 10.00am – 5.00pm Saturday 10.00am – 1.00pm and 1.30pm – 5.00pm Sundays and Bank Holidays 2.00pm – 4.30pm
1 <sup>st</sup> September to 31 <sup>st</sup> October, Monday – Friday 10.00am – 4.30pm Saturday 10.00am – 1.00pm and 1.30pm – 4.30pm
1 <sup>st</sup> November to 31 <sup>st</sup> January, Monday to Friday, 10.00am – 4.30pm

### **Data Protection:**

By submitting this application form to Carlow County Museum, you are consenting to the processing and storage of your personal data in order that you can progress through our volunteer application process.

Your data will only be used for your volunteering role and to comply with our statutory and legal obligations.

If you begin volunteering with the Museum we will retain your information for the duration of your commitment and up to 5 years after you cease volunteering.

If your application is unsuccessful we will retain your information for 12 months, after this date it will be safely destroyed.

Please refer to Carlow County Council and Carlow County Museum's Privacy Notice for more information.

Any information that you provide will be treated strictly in accordance with the Data Protection Acts, 1988 & 2018 and GDPR privacy laws.

# Carlow County Museum

## Volunteer Expression of Interest Form

**OVER  
18s ONLY**

**Name: (please print)** \_\_\_\_\_

**Address: (please print)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

(The above details, along with a copy/ scan of photo ID (Driving Licence or Passport) will be required to initiate your application for Garda Clearance. You must submit your photo ID for copying/scanning **in person** to John McDarby at Carlow County Museum).

### Your availability:

	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Mornings							
Afternoons							

**Frequency** (*daily/weekly/monthly/occasionally/other*):

\_\_\_\_\_

**Do you have any support needs which should be considered while volunteering with us?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Garda Clearance

All Volunteers must receive Garda Clearance before commencing

To initiate the process, your name, address, phone number, email address and a copy/ scan of photo ID (Driving Licence or Passport) will be submitted to Carlow County Council, our parent body, who forward your details to An Garda Siochana. You will receive an email from An Garda Siochana with a link to an online form they require you to complete before a deadline (the information you provide on this link is only shared by An Garda Siochana with the authorised Garda Vetting Officer of Carlow County Council and is not shared with Carlow County Museum). Your application cannot be processed unless we receive Garda Clearance.