**Guidelines for North East Museum**

**Volunteer Awards 2016**

The North East Museum Volunteer Awards are managed by Tyne & Wear Archives & Museums in their role as one of the Arts Council's Major Partner Museums.

Nominations are invited from staff and volunteers in museums across the North East for the following awards. Volunteers will be eligible for nomination if they have volunteered with any Accredited North East museum between April 2014 and now. Awards will be made in each category including volunteers from venues across the whole region.

Award Categories

**Engaging the audience award**

* This is for a team or individual, in a public facing role who helps to engage visitors with collections/venues/programmes/events.
* Do you know a volunteer or team of volunteers who always ensure that visitors to their venue have a fantastic experience? This could be a volunteer or team of volunteers carrying out a meet and greet role as part of the front of house team, delivering guided tours, helping with the delivery of workshops or providing costumed interpretation.

**Hidden Treasures award**

* This award is for a team or individual volunteering in in a behind the scenes role to support exhibitions or care for collections.
* Do you know a volunteer or team of volunteers who work behind the scenes to ensure that collections are cared for? This could include helping to prepare a collection for a move, researching or working to catalogue an existing collection.

**Inspiring visitors award**

* This award is for any volunteer either as an individual or team who has worked in a role that supports learning. This can include support from teams and individuals who help visitors with further understanding of collections and how to get the best out of them.

**Making the ask award**

* This award is for a team or individual who has brought in additional monies through either fundraising, sponsorship, donations and gift aid that helps the Museums maintain the quality of their service.

**Supporting Volunteers award**

* This award is for a paid member of staff who supports their volunteers to realise their potential and achieve great things.

**Outside the box award**

* This award is for individual volunteers or teams of volunteers who have worked to engage new audiences or find new ways of interpreting collections. This could include things such as innovative projects, digital mediums, collections in action or showcasing collections away from the usual venue.

**Young volunteer award**

* This award is for Volunteers in any category under the age of 25.
* Perhaps a school placement or university student showed particular enthusiasm.
* This award is only open to nominees 25 years old and under and can relate to any area of work including customer or collections care.

**Deadlines and Judging**

Nominations for all awards must be received on the appropriate form by **Monday 17th October 2016.**

**Judging the Awards**

All nominations for the awards will be judged a panel consisting of museum staff and an external judge. Volunteers, staff and museums who **won** an award last year are not eligible for nomination in the same category.

**Presentation of Awards**

The awards will be presented at an event in **The Clore Suite, Great North Museum - Hancock, Newcastle on Saturday 26th November 2016**. If you nominate someone for an award and they are successful you will automatically receive an invitation to the event as will the person you have nominated. If you would like to nominate a volunteer or member of staff for an award but would rather remain anonymous do not add your details to the nomination form. However, this does mean that we won’t be able to invite you to the event.

**Return details**

Once you have completed the nomination form(s) please return by email to:

**volunteering@twmuseums.org.uk**

If you would prefer, post to:

**Anita Moffitt**

**Tyne & Wear Archives & Museums**

Discovery Museum

Blandford Square

NEWCASTLE UPON TYNE

NE1 4JA

If you have any queries, please do not hesitate to contact Anita Moffitt anita.moffitt@twmuseums.org.uk 0191 2772299