

VISIT 11TH SEPT 2001 SUMMERLEE HERITAGE PARK

ALL STAFF ALLOCATIONS ARE AS FOLLOWS;

| <u>NAME</u> | <u>COSTUME</u> | <u>LOCATION</u> |
|-----------------------------|---|--|
| MARY McLELLAND | V. S. STAFF UNIFORM | SHOP |
| EMMA SCANLON | V. S. STAFF UNIFORM | SHOP |
| CAROL-ANNE KERR | V. S. STAFF UNIFORM | SHOP |
| LINDSAY STEWART | V. S. STAFF UNIFORM | IRONWORKS GALLERY |
| SARAH JANE KEATING (TBC) | V. S. STAFF UNIFORM | EXHIBITION HALL |
| CAROL-ANNE KERR | WW2 DRESS | WW2 DISPLAY |
| SANDRA CRAIG | WHITE PINNIE, BLACK SHIRT BLACK SKIRT | TRAD GAMES BY COTTAGES AT END OF TRAM TRACK |
| ISOBEL MacDONALD | | TRAD GAMES BY COTTAGES AT END OF TRAM TRACK |
| THOMAS GALLACHER | V.S. STAFF UNIFORM | MINE TOUR |
| MARTIN McPHERSON | V.S. STAFF UNIFORM | MINE TOUR |
| LISA McGINTY | WHITE SHIRT, BLACK SKIRT WHITE PINNIE | 1910 COTTAGE |
| ALAN DICK | BLACK TROUSERS, WHITE SHIRT BLACK WAISTCOAT | 1880's COTTAGE |
| LINDA MILLER | WW2 DRESS; ROLLED HAIR AT FRONT, HAIR NET TO BE WORN (SEE KATE) | 1940's HOUSE |
| DEBORAH McGINTY | LONG SKIRT, TOP, AFGHAN COAT | 1960's HOUSE |
| MARGARET O'DONNELL | WHITE SHIRT, BLACK SKIRT WHITE PINNIE | WASHHOUSE |

| <u>NAME</u> | <u>COSTUME</u> | <u>LOCATION</u> |
|-----------------------|-----------------------------------|---|
| CELESTINE SCANLON | BLACK SHIRT, WHITE SHIRT SHAWL | WEAVING COTTAGE |
| RYAN JACK | V.S. STAFF UNIFORM | WITH LASSWADE HS, MEET/ LOOK AFTER FOR DURATION OF VISIT. SEE KATIE |
| AUDREY WILSON | V.S. STAFF UNIFORM | WITH LASSWADE HS, MEET/ LOOK AFTER FOR DURATION OF VISIT. SEE KATIE |
| JENNIFER DYKES | V.S. STAFF UNIFORM | WALKING AROUND SITE WALKING AROUND SITE |
| WENDY JORDAN (TBC) | V.S. STAFF UNIFORM | |

All staff are expected to be in position and dressed by 11am 10/2/2011

SUPERVISORS DUTIES

LISA MCGINTY

VICTORIAN AND WEAVING COSTUMES.

CAROL-ANNE KERR

ALL V.S. STAFF UNIFORMS.

IF ANYTHING IS NEEDED OR IS MISSING PLEASE INFORM CAROL-ANNE. THIS INCLUDES BOOTS, JACKETS, TROUSERS ETC,(PLEASE NOTE THAT THIS IS ONLY FOR THOSE MEMBERS OF STAFF WEARING V.S. UNIFORMS ON THE DAY). ALSO ORGANISING STREET FURNITURE.

TOMMY GALLACHER

COORDINATING THE LIGHTING OF THE FIRES IN THE 1910 AND 1880 COTTAGES, WASHHOUSE AND ALLOCATION OF CLEANING ROTAS TO STAFF.

ASSISTANT MANAGER'S DUTIES

KATE DARGIE

ORGANISING THE MORE SPECIALISED COSTUME REQUIREMENTS. THE FOLLOWING STAFF SHOULD SPEAK TO KATE;

CAROL-ANNE KERR

ALAN DICK

LINDA MILLAR

DEBORAH MCGINTY

RYAN JACK

AUDREY WILSON

CONDUCT

Please note that all staff are expected to present themselves as smart and clean. All staff are expected to present the front of house image of Summerlee Heritage Park and as such, should be well mannered and polite, no matter what pressure you may be under. On the day there will be many important people around the site – you may not know who they are, so it is imperative that you leave a good impression with them, both as members of the Museum and Heritage Service and as members of North Lanarkshire Council staff.

If any problems occur please contact your line manager or Kate Dargie, Assistant Manager. If you cannot attend the day let your line manager know as soon as is possible.

Induction training will be held for all casual staff members before the day – see Lisa McGinty.