Events and Festivals Volunteer

Richmond Arts Service and Orleans House Gallery

Can you help us build community through creativity?

Orleans House Gallery

Richmond Arts Service offers a range of events and festivals throughout the year as part of its diverse programme, including the Richmond Arts and Ideas Festival and the Christmas Shopping Weekend at Orleans House Gallery. Volunteers help support these events through a variety of responsibilities, ensuring their success.

Tasks and Responsibilities

- Providing a warm welcome when engaging with participants, providing information and signposting
- Checking in participants against booking details
- Supporting staff with preparation, setup and packing away of events
- Travelling to a variety of venues across Richmond borough
- Support with advertising events and festivals
- General event support
- Informing attendees of event terms and conditions and room use requirements
- Collecting visitor feedback and evaluation during and after events
- Design and development of some event programmes
- Representing Richmond Arts Service and the gallery

What we hope you will get from the role

- The opportunity to meet people and communities from across West London and beyond
- Experience of supporting delivery of events to a range of audiences
- Potential to support project teams with the planning and delivery of events and festivals
- Development of training and coaching skills through supporting other volunteers
- Development of strong communication and interpersonal skills
- Valuable experience at a contemporary art gallery, crossing the arts, cultural and heritage sectors

Training and Support

We will provide training and an induction which covers all aspects of the role. On-going support and supervision will be provided by staff throughout your time with us. Additionally, there are regular training sessions to supplement and further your initial training, as well as a varied programme of volunteer events and activities to join in, meet people and learn something new!

Desirable qualities and experience

- Enjoyment of engaging with the public
- Experience of or eagerness for supporting events with a range of audiences
- Enthusiasm for contemporary art, culture and/or heritage

- Willingness to learn
- Confident when meeting new people
- Good time keeping

Availability
Events and festivals take place throughout the year, during day times, evenings or weekends. We are flexible to ensure volunteering fits with your schedule.

Location
This role can be based across Richmond borough, although several events may take place at Orleans House Gallery.

Expenses
We will cover travel expenses up to £17 per day.

How to Apply
Please complete our application form through our website, which is available at https://www.orleanshousegallery.org/get-involved/volunteer/

Our Volunteers Co-ordinator will then contact you for an introductory chat, to learn more about your interest in volunteering and discuss the role further.

Background
Richmond Arts Service is based at Orleans House Gallery on the Riverside in Twickenham, promoting arts and culture through a programme of contemporary art exhibitions, festivals, events and activities for everyone in the community.

We foster creativity and enjoyment of the arts, enable people to reflect on their lives and develop new ways of seeing the world. We bring thought-provoking art to the Borough and cultivate a network of individuals, organisations and programmes that nourishes the arts, local organisations and communities.

Home to the Richmond Borough Art Collection, comprising of over 4,400 artworks, at a site with a rich 300+ year history, Orleans House Gallery works with local, national and international artists and community partners to engage with the community, as we have done since 1972.