Gallery Assistant Volunteer

Richmond Arts Service and Orleans House Gallery

Can you help us build community through creativity?

Orleans House Gallery

Based in either our Main Gallery or Stables Gallery, the role is integral in providing a high-quality visitor experience by bringing our gallery spaces to life by welcoming and engaging visitors, as well as sharing your passion and the stories of our exhibitions.

Tasks and Responsibilities

- Welcoming and engaging visitors in a warm and friendly manner
- Interpreting our gallery spaces, exhibition content, the Richmond Borough Art Collection and the gallery's history for all ages and abilities
- Being a visible presence in our galleries, ensuring everyone's safety and the security of our exhibitions
- Guiding visitors around the gallery and wider site
- Monitoring visitor numbers and contributing to evaluation initiatives
- Representing the Gallery and Richmond Arts Service

What we hope you will get from the role

- The opportunity to engage with people and communities from the local area, West London and beyond
- Opportunity to develop interpersonal and communication skills
- An insight into the day-to-day running of a contemporary art gallery and museum crossing a range of sectors
- Opportunities to engage with artists and learn about their practice
- An understanding of the breadth of arts activity offered by Richmond Arts Service

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!

We offer a tour of our exhibitions with the artist(s) or a member of staff prior to their opening. This will give you a first hand insight into the concept, processes and artist's vision behind the exhibition.

Desirable qualities and experience

- Enthusiasm for meeting and engaging with people and sharing information
- Interest for contemporary art, history and/or heritage
- Able to answer enquiries in a friendly and helpful manner
- Willingness to learn

- Enjoys being part of a team
- Ability to complete tasks independently
- Good time keeping

Availability
The gallery is open to the public Tuesday to Sunday, 10am – 5pm, with two volunteer shifts a day, 10am – 1pm and 1pm – 5pm.

We ask for a minimum commitment of one shift every fortnight, although there is flexibility over scheduling.

Location
This role is based at Orleans House Gallery, in either the Main Gallery or Stables 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.