Study Gallery Volunteer

Richmond Arts Service and Orleans House Gallery

Can you help us build community through creativity?

Orleans House Gallery

The Study Gallery is a storytelling space, built as part of the Gallery's restoration in 2018, and showcasing almost 100 collection works. Volunteers help share the stories and significance of the Borough Collection and its relationship the site and local area to visitors. The space allows visitors to interact with our Collection and discover important themes in our work.

Tasks and Responsibilities

- Welcoming and engaging visitors in a warm and friendly manner
- Interpreting the gallery, the Richmond Borough Art Collection and the gallery's history for all ages and abilities
- Being a visible presence in the Study Gallery, ensuring everyone's safety and the security of our collection
- Contributing to ongoing research of the history of the local area and the programme
- Assisting researchers and visitors to access the collection both digitally and physically
- Representing the Gallery and Richmond Arts Service

What we hope you will get from the role

- Increased confidence in communicating with a wide range of visitors.
- Experience of engaging audiences with art, history, heritage, and storytelling.
- A deeper understanding of the Richmond Borough Art Collection, Orleans House Gallery, and local history
- The chance to develop customer service, interpretation, and public engagement skills
- Opportunities to contribute to meaningful research and help make local heritage accessible to others
- A chance to share your interests, learn new skills, and develop existing strengths in a supportive environment.

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

- Enthusiasm for meeting and engaging with people
- Interest for contemporary and classical art, history and/or heritage, especially of Richmond borough
- Able to answer enquiries in a friendly and helpful manner

- Willingness to learn
- Enjoys being part of a team
- Ability to complete tasks independently
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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 the Study Gallery on the first floor. The room is accessible by stairs and a lift.

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.