



Learning and Engagement Volunteer

Richmond Arts Service and Orleans House Gallery

Can you help us build community through creativity?



Orleans House
Gallery

Orleans House Gallery runs practical creative workshops with families, schools and children and young people throughout the year as part of core programmes, in addition to exhibitions and projects.

Our Learning and Engagement Volunteers support the delivery of these activities, as well as being the first point of contact for participants, ensuring a great visitor experience.

Tasks and Responsibilities

- Supporting the workshop leader with the delivery of the activity
- Welcoming and engaging workshop participants, providing information and answering queries.
- Setting up and preparing materials prior to sessions, in addition to tidying and washing up after sessions.
- Adhering to the Arts Service Safeguarding Policy
- Observing good health and safety, including participants and the workshop space
- Be willing to undergo a free Disclosure and Barring Service (DBS) check
- Representing the Gallery and Richmond Arts Service

What we hope you will get from the role

- Valuable experience at a contemporary art gallery, crossing the arts, cultural and heritage sectors
- An understanding of the breadth of arts activity offered by Richmond Arts Service
- An insight into and development of facilitation skills and working with a range of audiences
- Improved and demonstrable communication skills
- The opportunity to meet new people and engage with the local community

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 arts education and learning
- Interest in working with children, young people and families, although we also deliver activity with adults at times
- Self motivated and proactive
- Confident and effective communication



- Willingness to learn
- Enjoys being part of a team
- Ability to complete tasks independently, as well as led by others

Availability

The gallery is open to the public Tuesday to Sunday, 10am – 5pm.

We offer a range of regular sessions with some ad hoc workshop sessions throughout the week, including outside of gallery opening hours.

Current regular sessions are:

- Let's Get Creative for Families on Sundays monthly
- Play:Make:Art for Early Years families on Fridays fortnightly
- Curious Tots for Early Years families on Tuesdays fortnightly
- School visits on Tuesdays or Wednesdays weekly

More information in the individual sessions can be found under What's On on our website.

We ask for a minimum commitment of one session every half term (6 weeks). Sessions vary in length and we ask you to arrive 30 minutes before the start of the workshop, unless otherwise asked. Please allow up to an hour at the end of the workshop time to support with packing away.

Location

This role is based at Orleans House Gallery, as well as other venues in the Borough depending on the nature of the activity.

Expenses

We will cover travel expenses up to £12 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.

