



# Arts Activity Volunteer

Richmond Arts Service and Orleans House Gallery



Orleans House  
Gallery

*Can you help us build community through creativity?*

Orleans House Gallery runs practical creative workshops with families, schools, children, and young people throughout the year. Our Arts Activity 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

- Welcoming and encouraging children and parents/carers, providing information and answering queries
- Help children and families develop a love of the arts
- Supporting the workshop leader with the delivery of the activity
- Setting up and preparing materials, in addition to tidying and washing up after sessions
- Adhering to the Arts Service Safeguarding Policy
- Observing good health and safety
- 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

- The opportunity to work with experienced artist facilitators, to observe and support them in their workshop delivery
- The opportunity to engage with families, schools, and other community audiences
- Valuable experience at a contemporary art gallery, crossing the arts, cultural and heritage sectors
- Improved and demonstrable communication skills
- An understanding of the breadth of arts activities 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! Regular volunteers may be offered the opportunity to lead on activity planning or delivery if they wish to do so.

## 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 being led by others

### **Availability**

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

We offer a range of regular sessions throughout the week during our opening times, with some adhoc workshop sessions outside of opening hours.

Current regular sessions are:

- Let's Get Creative for Families 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.

Sessions vary in length but are usually 2-4 hours in length, and we ask you to arrive 30 minutes before the start of the workshop, unless otherwise requested. Please allow up to an hour at the end of the workshop time to support with packing away.

We ask for a minimum commitment of one session every half term (6 weeks) or for you to support weekly sessions for a minimum period of 8 weeks.

### **Location**

This role is primarily based at Orleans House Gallery, although activities may occasionally take place at other venues in the Borough depending on the nature of the activity.

### **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**

Orleans House Gallery is a contemporary art gallery set in grounds overlooking the River Thames in Twickenham. It is a site with a rich 300+ year history and home to the Richmond Borough Art Collection, comprising of over 4,400 artworks. Managed by Richmond Arts Service, which is part of the London Borough of Richmond upon Thames, Orleans House Gallery works with local, national and international artists and community partners to engage with the community, as we have done since 1972.

Richmond Arts Service's mission is to build community through creativity. 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.

