

Volunteer Role Description

Background

Based in Colchester, *Firstsite* is the East of England's leading visual arts organisation. Over the past 20 years we have been presenting contemporary art, music and film to local, national and international audiences, which are supported by an integrated programme of creative events and learning activities - from drop-in sessions for parents and toddlers and young peoples' creative development, to arts and craft courses for adults, film screenings, and talks and debates in our state of the art auditorium. Our iconic Rafael Viñoly designed building opened to the public in September 2011.

We have worked with some of the most influential artists of our time including, Louise Bourgeois, Barbara Hepworth, Yoko Ono, Bridget Riley, Carlos Cruz-Diez, Anthony Gormley, Grayson Perry and Ai Wei Wei. October will see *Firstsite* host *Circuit Festival*, an exciting two-week exhibition devised and delivered by resident young persons in a national collaboration across *Plus Tate* galleries. Following this, we will stage the first UK retrospective survey of the work of *Gee Vaucher*, an internationally notorious political artist situated in Essex.

Get involved

If you are 16 or over, interested in the arts and would like to get involved with Firstsite, we are expanding our volunteering opportunities.

We are seeking enthusiastic and friendly individuals to support our front of house, exhibition, event and learning activities. We can offer a range of benefits including experience in a gallery, training and social activities.

Firstsite is fully committed to equal opportunities and welcomes applications from everyone.

Shift patterns

Volunteer shifts correspond to the opening hours of Firstsite; these are split into morning, afternoon and evening sessions. Opening hours are subject to variation through the year such as school holidays and special events. Each shift includes a break.

Volunteers may sign up on either a regular or ad-hoc basis.

How volunteers can support Firstsite

- Welcome visitors to the venue
- Support front of house with enquires, box office, and sales
- Provide information and assistance to visitors
- Engage and inspire visitors within the gallery spaces
- Lead guided tours
- Act as ushers for film and theatre events
- Support learning activities
- Help look after the gallery spaces
- Assist with retail and catering operations
- Aid exhibition and curatorial staff during installation and exhibition changeovers

- Ensure the safety of visitors and artwork
- Act as ambassadors at exhibition events

We are looking to recruit volunteers who:

- Are welcoming and friendly
- Have an interest in the arts
- Enjoy liaising with the public
- Are keen to share their knowledge and passion
- Able to contribute to our visitors' enjoyment
- Can encourage and stimulate all visitor groups including families, young people, older people and groups
- Are enthusiastic and keen to learn
- Have a good knowledge of Colchester and local attractions
- Are punctual and reliable

Benefits

- Meet new people from a variety of backgrounds
- Gain experience in a contemporary art venue
- Training, development opportunities and references (visitor services, art gallery, retail)
- Travel costs may be claimed (to a set daily maximum)
- Discounts in our shop and catering
- Social events, private views, talks from industry professionals

Applications

Please complete the application form, with references, and return to:

- volunteering@firstsite.uk
- our Welcome Desk during opening hours
- Firstsite, Lewis Gardens, High Street, Colchester CO1 1JH

All applicants will be invited to Firstsite to meet with staff and discuss volunteering in more detail. Successful applicants will be invited to induction and training.

Further information

If you require any further information, please do contact us:

- speak to a member of the team at the Welcome Desk
- call 01206 713700
- email volunteering@firstsite.uk

We look forward to hearing from you.