**Firstsite Volunteer Role Specification**

Firstsite is a visual arts organisation based in Colchester, Essex. Our mission is to inspire people through innovative art and culture – contributing to our region’s well-being, learning and economy.

Our inclusive and evolving programme immerses audiences in a wealth of visual arts that aim to bring art into the heart of our diverse community.

We present exhibitions from both local and internationally renowned artists, run events, activities and learning workshops and show a wide range of films and live opera and ballet screenings.

Firstsite began life in 1994 in Colchester’s 18th century Minories building. Our innovative programme of exhibitions and professional development for international, British and local Colchester artists grew and flourished. Today, Firstsite is a national leader in commissioning new art, providing innovative learning opportunities, and supporting the professional development of local and regional artists, as we fulfil our role to bring the transformative power of art to everyone.

We are seeking enthusiastic and friendly individuals to support our front of house, exhibitions, events, learning activities and film programme.

If you are 16 or over, interested in the arts and would like to get involved with Firstsite, we would love to hear from you.

**We are looking to recruit volunteers who:**

* Are welcoming and friendly
* Are punctual and reliable
* Have an interest in the arts
* Enjoy liaising with the public
* Are keen to share their knowledge and passion
* Are 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

**How volunteers can support Firstsite:**

*Gallery Assistant Role*

* ‘Meet and Greet’ - Welcome visitors to the venue
* Support Front of House with enquiries
* Provide information and assistance to visitors
* Engage and inspire visitors within the gallery spaces
* Support learning activities and events
* Help look after the gallery spaces
* Have an awareness of the safety of visitors and artwork
* Promote our activities and experiences
* Invigilate exhibitions
* Assist in the completion of surveys

*Usher Role*

* Usher films, screenings and talks
* Provide information and assistance to visitors
* Check tickets
* Switch lights on and off
* Have an awareness of customer service and visitor safety.

*Holiday Fun Role*

* Support the delivery of our Holiday Fun activities
* Welcoming visitors and directing them to the various Holiday Fun activities
* Signing in participants for sporting activities
* Supporting families with the art sessions
* Making teas and coffees for families in the canteen area
* Potential to support with outreach arts activities at community events

**Benefits of volunteering:**

* Meet new people from a variety of backgrounds
* Gain experience in a contemporary art venue
* Training and development opportunities
* Social events, private views, talks from industry professionals

**Firstsite**

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