

Firstsite Volunteer Application Form

Please tell us about yourself by completing the form below.

For Office use only

Date in office:.....

Date references requested:.....

Reference 1 received: yes/no

Reference 2 received: yes/no

Interview date:.....

Induction training:.....

Start date:.....

I.D. received:

Personal Details

Title:		
Surname:		
First Name(s):		
Address:		
Postcode:		
Home telephone number:		
Mobile:		
Email:		
Date of birth:		
I am over 16:	Yes	No
I am legally entitled to volunteer in the UK:	Yes	No

How did you find out about volunteering at Firstsite:
I am interested in volunteering because:
I have the following skills and/or experience:

I would like to develop my skills/interests in:

Availability								Additional comments
Availability (please tick when you are available to volunteer)								
✓	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Morning								
Afternoon								
Evening								

Please provide details of any health conditions or access requirements you consider relevant to volunteering at Firstsite e.g. allergies, medication

Please list any criminal convictions other than "spent" convictions. If none, state "none." The information provided will be confidential and will be considered only in relation to your application to volunteer at Firstsite.

Referees

Please give details of two people who can tell us about your ability to undertake volunteering at Firstsite. (Must be someone you have known longer than 6 months and not be a relative or friend)

Title:	Title:
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Email:	Email:
How do you know this person:	How do you know this person:

Third reference (optional). Firstsite must receive 2 references before inviting prospective volunteers to an interview. By providing a third reference you are likely to speed up your application process.

Name:
Address:
Postcode:
Telephone number:
Email:
How do you know this person:
Privacy Policy (GDPR) Firstsite is committed to protecting and respecting your privacy. We are responsible for protecting your personal information as a “data controller” under applicable data protection legislation. For more information and any queries on our Privacy Policy please contact us at info@firstsite.uk or log on to our website at https://www.firstsite.uk/privacy-and-cookies-policy/

I declare that the information I have given in this application is, to the best of my knowledge and belief, true and correct. I also agree to the information on this form being stored by Firstsite under our privacy policy.

Signature _____ Date _____

Please return your completed form to Firstsite:

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

We look forward to hearing from you.

Note: if your application is successful you will be required to provide the Volunteer Coordinator(s) with a form of I.D e.g. passport or driving license.

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, as well as showing a wide range of films, 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.

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

Lewis Gardens, High Street

Colchester

Essex CO1 1JH

T: +44 (0)1206 713 700

E: volunteering@firstsite.uk

W: www.firstsite.uk