



**University of Brighton**

Active Student  
Volunteering Service



## **ARTS & HERITAGE volunteering opportunities...**

A portfolio of fresh and exciting arts and heritage sector volunteering opportunities. – **Add to your CV, complement your degree, network and get involved with your local community.** Active Student helps University of Brighton students and staff to find and apply for **local, rewarding, safe and supported** volunteering opportunities that will **enhance your professional and personal development, and support your local community.** Brand new roles are added to this document on a regular basis so please keep checking back for updates!

**Tel:** 01273 644145

**Email:** [volunteering@brighton.ac.uk](mailto:volunteering@brighton.ac.uk)

**Web:** [www.brighton.ac.uk/careers/volunteering](http://www.brighton.ac.uk/careers/volunteering)

**Visit:** Student Centre, Grand Parade Building



**University of Brighton**

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## **Events, Marketing, Admin, Meet & Greet and Visitor Services Volunteer roles ♦ Brighton Dome and Festival**

### **The organisation/project**

Brighton Festival is the largest annual, curated multi-arts festival in England. This year promises to be a wide-ranging, diverse and international Festival, encouraging audiences to meet, listen and pass on their experiences.

This year's guest director is the celebrated Malian musician Rokia Traore.

### **The role**

Do you want to be part of the biggest annual curated mixed arts festival in England? Be part of something amazing in your community this spring

Volunteering with Brighton Festival is an exciting opportunity for anyone interested in developing their skills and knowledge within a busy arts organisation, whilst joining the festivities and helping to make this year's event happen. We are looking for enthusiastic and reliable people who have a keen interest in the arts.

Various Opportunities are available. From providing a warm welcome to our visitors and audiences, to helping our social media team keep up to date with all the action. So get involved, meet some great people, see some great shows and even top up skills for your CV.

### **Time commitment**

Various. Some roles required from April, some just in May. 4-8 hours per week dependent upon role.

### **Training**

Full induction and Health and Safety / Diversity and Equality training for volunteers.

### **Location**

Central Brighton.



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### Front of House Volunteer ♦ Fabrica

#### The organisation/project

Fabrica is a visual arts organisation based in a former Regency church in the heart of Brighton, which commissions contemporary visual art installations specific to the building. Spring 2019 exhibition: Incredibly beautiful, yet politically charged, Ghanaian artist Serge Attukwei Clottey's large-scale Afrogallonism pieces are meticulously fashioned from discarded 20 – 25 litre yellow jerry cans. These vessels, imported into Ghana from Europe carrying fuel oil, are often repurposed to carry potable water by people struggling with Ghana's water shortages. This unhealthy practice was especially true during the era of President Kufuor (giving them the popular local name 'Kufuor gallon'). Attukwei Clottey's use of these plastic cans in his art touches on global issues of plastic waste and access to basic services, but also promotes his greater philosophy of exploring personal and political narratives rooted in histories of colonialism, trade and migration. Taking over Fabrica's spacious unconverted Regency chapel, the exhibition also highlights Attukwei Clottey's twin roles as artist and community activist, and presents his film and performance work.

#### The role

The main focus of the Front of House Volunteer role at Fabrica is invigilating exhibitions when we are open to the public. The volunteers work with the Volunteer Coordinators and fellow volunteers to greet visitors into the gallery, maintain the Front of House tasks and communicate the ideas of the artwork to the public. For each show, we invite volunteers to specific training to develop our understanding of the exhibition and the artist behind it.

#### Time commitment

3.5hrs a week (incl. possibility of weekends) for the first 8 weeks after training. After the spring exhibition, students can volunteer for longer. The first Induction before the exhibition is on 15 March - the deadline for volunteers to start.

#### Training

Induction, briefings and guidance from the Front of House management team.

#### Location

Central Brighton.



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## **Young Film Programmer ♦ Fabrica**

### **The organisation/project**

Fabrica is a visual arts organisation based in a former Regency church in the heart of Brighton, which commissions contemporary visual art installations specific to the building.

### **The role**

LOVE MOVIES? WANT TO CHOOSE WHAT GOES ON THE BIG SCREEN?  
Join our group of film enthusiasts aged 16-25 to co-curate and present a series of professional and collaborative film screenings in our unique contemporary art gallery.

Facilitated by Fabrica Film Club's experienced team, the group meets once per month to chat about films, learn about the industry and how to deliver film events that are led by young people, for young people.

### **Time commitment**

Once session a month.

### **Training**

Gain professional development through hands on experience, specialist guidance and peer support. Collaborate and realise your vision alongside people who are as passionate about film as you are.

### **Location**

Central Brighton.



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## **Research Consultant ♦ Compass Community Arts**

### **The organisation/project**

We are a local arts charity founded in 1997. We have been engaged in addressing social barriers to creativity e.g. physical and learning disabilities. We are committed to providing professional development where appropriate. Since 2016 we have focussed on mental health and reaching the most vulnerable in our communities. We have developed a participant led model and our programme is designed and facilitated to involve participants at every level. We provide the opportunity to “explore new directions within a community of artists”. 2019 will see us implementing a sociocratic business and delivery model.

### **The role**

We would be looking to work with a student or small team of students who would like the to opportunity to do some research. We would require them to design and implement a method for collecting and recording empirical evidence for us to use in our marketing and funding applications. The presentation of the outcomes can be as creative as the student wishes. Our objective is to be able to demonstrate the value in providing studio based environments that are facilitated by artists for creative ideas, dialogue and actions with people vulnerable to social isolation.

### **Time commitment**

We are open Monday-Thursdays 10-4pm. Volunteering hours to be mutually agreed.

### **Training**

Full induction and explanation and guidelines for working with our socially inclusive model.

### **Location**

Eastbourne.



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### Arts Admin and Marketing/PR Volunteer ♦ Gladrags

#### The organisation/project

Gladrags is a charity run mainly by volunteers. We are a unique, creative resource providing low cost costumes (6000 + of them!) to schools & colleges, community/youth groups; amateur & fringe arts. We resource their community, arts, educational and wellbeing projects, supporting and enriching their work.

#### The role

If you are interested in gaining experience in admin and marketing within an arts setting, then helping regularly within our busy costume store might be the right thing for you. As a charity, we have customers from all walks of life and an emerging online presence. Depending on your background and interest, you could help us with: preparations for running events, including vintage sales; promotions and social media tasks; day to day operations within the store relating to the hire of costumes and online vintage sales.

Feb-May 2019 project: arts and event admin and PR for Fast Forward Flashback - an evening of live music, DJs, photobooth, beauty salon, dance lesson and Auction + more. Taking place on Saturday 4th May, as part of the Brighton Fringe Festival, this year's event has a 1960s theme.

#### Time commitment

Minimum 3 months, for 4 hours per week. We are open Tuesday and Wednesday from 10am-3pm and Thursday from 10am-6pm, Saturdays 10am-1pm by arrangement only.

#### Training

We give a full induction to the organisation and the role. You would be working alongside management staff and would receive support and supervision from them in order to carry out the role confidently and with all the information you need. Where possible, we will offer access to relevant, available external training opportunities.

#### Location

Moulsecoomb, Brighton.



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## **Museum Assistant ♦ Brighton Toy and Model Museum**

### **The organisation/project**

Step into a world of toys and models that extends over four thousand square feet of floor space, under four of the early Victorian arches which support Brighton Railway Station. Founded in 1991, the museum has over ten thousand toys and models in its archive. We have toys from as early as the mid-18th century, however, most of our exhibits focus on the golden age of toy making during the first half of the Twentieth Century. The displays have toys of all types including priceless model train collections and many period, antique toys from Great Britain and all over Europe and the USA.

### **The role**

Your role is to greet visitors and answer their questions about the museum and the city – we are also a Visit Brighton information point. You will be responsible for admissions, shop sales, general appearance of museum – which includes cleaning of all areas.

### **Time commitment**

Flexible - days/times to be mutually agreed.

### **Training**

Training and induction provided to all new volunteers before starting.

### **Location**

Central Brighton.



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## **Creative Artistic Mural Volunteer ♦ Sussex Beacon**

### **The organisation/project**

We are a charity called the Sussex Beacon which is an HIV treatment centre supporting people living with HIV.

### **The role**

The volunteers will be working closely with the shop managers to help design and paint a mural on the wall outside St James Street store and some items at our home store on London road – both visible and central locations in Brighton. The idea we have so far for St James Street is our logo and some Victorian writing linked to fashion and clothing.

### **Time commitment**

The time frame would be around 4 weeks but if students wanted to stay on as a store volunteer they would be welcome to. Completely flexible volunteering hours – although our shops are open from 9.30am to 5.00pm. Applicants need to be committed to the project – start to completion.

### **Training**

Training includes inductions in both shops, health and safety guidelines and we offer training on HIV awareness.

### **Location**

Kempton, Brighton.



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### Garden Greeter Volunteer ♦ Royal Pavilion & Museums

#### The organisation/project

The Royal Pavilion & Museums is a statutory run service encompassing 5 sites across the city of Brighton & Hove; The Royal Pavilion, Preston Manor, Brighton Museum & Art Gallery, Hove Museum & Art Gallery and Booth Museum of Natural History. It works to look after the collections across our sites for current and future generations to enjoy, learn about, and be inspired by in a number of innovative ways. This includes delivering exhibitions, programming events and activities, community engagement work, schools engagement & learning, conservation and collections work and marketing & digital work.

#### The role

The Garden Greeter scheme is about providing the 'welcome' onto the Royal Pavilion Estate. As a Garden Greeter, you will buddy with another Greeter in the Royal Pavilion Garden, greeting visitors to the Estate, answering queries, directing people, giving out information about what's on, and sharing learned knowledge about the Estate, the Garden, and its buildings.

#### Time commitment

We ask for a minimal commitment of two shifts per week. Shifts are 2.5 hours long, including a short break. There are two shifts per day - on Fridays, Saturdays & Sundays, from April until September 2019. Deadline extended – ongoing recruitment until roles filled.

#### Training

You will be fully inducted and trained in all aspects of Estate security across the Dome, the Royal Pavilion & Brighton Museum. You will need to be reliable and able to liaise with the partner organisations to ensure information is up to date for visitors.

#### Location

Central Brighton.



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## **Gardener Volunteer ♦ Royal Pavilion & Museums**

### **The organisation/project**

The Royal Pavilion & Museums is a statutory run service encompassing 5 sites across the city of Brighton & Hove; The Royal Pavilion, Preston Manor, Brighton Museum & Art Gallery, Hove Museum & Art Gallery and Booth Museum of Natural History. It works to look after the collections across our sites for current and future generations to enjoy, learn about, and be inspired by in a number of innovative ways. This includes delivering exhibitions, programming events and activities, community engagement work, schools engagement & learning, conservation and collections work and marketing & digital work.

### **The role**

To support the work of the Head Gardener in the care and maintenance of the regency style Pavilion Gardens and to work according to his directions. Tasks include: pruning, weeding, tidying growth and undergrowth, picking up litter, planting out, informal engagement with visitors to the Gardens and seed collecting and preparation for offers to the public.

### **Time commitment**

2 hours per week, on Fridays. Deadline extended – ongoing recruitment until roles filled.

### **Training**

All Health & Safety training is given prior to the start date by the Royal Pavilion & Museums' Duty Managers. Other training and information given prior to start date, and ongoing through the season.

### **Location**

Central Brighton.



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### Gallery and Stewarding Volunteer ♦ Charleston Trust

#### The organisation/project

The Bloomsbury group included some of the twentieth century's most pioneering artists, writers and thinkers – people who believed in debate, creativity, beauty, innovation and truth and whose work was guided by a sense of fun, freedom and irreverence. At Charleston we aim to further the Bloomsbury group's experimentalism, internationalism and anti-establishment approach, their new ideals for living and belief that the arts and freedom of expression are fundamental.

#### The role

Gallery invigilation:

Ticketing, invigilation, public information point, safety and security assistance, supporting Visitor Service Assistants at the Welcome Desk.

House hall stewarding:

Ticketing, front of house, safety and security assistance, helping to ensure that those with additional needs are supported (eg, to provide 'shooting sticks', childrens' trails, translated tours, large print tours, etc.).

#### Time commitment

A minimum of 10 shifts per exhibition, ideally a regular weekly commitment. 2 x AM and 2 x PM shifts available per day, Wednesday – Sunday & BH Monday. Times usually 10am–1:30pm and 1:30–5pm.

#### Training

In addition to Charleston's Volunteer Induction and information pack, you will receive a role-specific induction on your first day of volunteering. Further opportunities for relevant training and development will be regularly offered throughout the season.

#### Location

Firle, Lewes, BN8 6LL.



## University of Brighton

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Active Student  
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### Garden Volunteer ♦ Charleston Trust

#### The organisation/project

The Bloomsbury group included some of the twentieth century's most pioneering artists, writers and thinkers – people who believed in debate, creativity, beauty, innovation and truth and whose work was guided by a sense of fun, freedom and irreverence. At Charleston we aim to further the Bloomsbury group's experimentalism, internationalism and anti-establishment approach, their new ideals for living and belief that the arts and freedom of expression are fundamental.

#### The role

Working under the direction of Charleston's Head Gardener:

- Replanting and dividing herbaceous perennials
- Weeding and mulching
- Pond maintenance work
- Maintaining gravel paths and terraces
- Staking, tying-in and cutting back herbaceous perennials
- Pruning of shrubs and roses
- Winter pruning fruit trees
- Propagation of annuals.

#### Time commitment

We expect Volunteer Garden Assistants to commit either 3 hours (10am – 1pm) or 5 hours (10am – 4pm, with 1 hour break for lunch) per session, for a minimum of 20 dates throughout the year. Days and hours are at the discretion of the Head Gardener.

#### Training

In addition to Charleston's Volunteer Induction and information pack, you will receive a role-specific induction on your first day of volunteering. Further opportunities for relevant training and development will be regularly offered throughout the season.

#### Location

Firle, Lewes, BN8 6LL.



## University of Brighton

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### Learning Volunteer ♦ Charleston Trust

#### The organisation/project

The Bloomsbury group included some of the twentieth century's most pioneering artists, writers and thinkers – people who believed in debate, creativity, beauty, innovation and truth and whose work was guided by a sense of fun, freedom and irreverence. At Charleston we aim to further the Bloomsbury group's experimentalism, internationalism and anti-establishment approach, their new ideals for living and belief that the arts and freedom of expression are fundamental.

#### The role

- To encourage the participation of school children, young people and families in a range of planned workshops and activities in order to enhance their understanding of Charleston and Bloomsbury
- To assist the Learning Officer and PPL (Public Programmes & Learning) team with the delivery of practical hands on workshops and activities including the set up and clearing down of the activity space before and after the session
- To support visitors in their broader knowledge of Charleston and awareness of our activities.

#### Time commitment

We expect volunteers to commit to a minimum of four designated days across the year – more would be wonderful!

#### Training

In addition to Charleston's Volunteer Induction and information pack, you will receive a role-specific induction on your first day of volunteering. Further opportunities for relevant training and development will be regularly offered throughout the season.

#### Location

Firle, Lewes, BN8 6LL.



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### **Front of House Assistant ♦ Ditchling Museum**

#### **The organisation/project**

The museum holds an internationally important collection of work by the artists and craftspeople who were drawn to the village, including the sculptor, wood engraver, type-designer and letter-cutter Eric Gill, the calligrapher Edward Johnston (responsible for the famous Johnston typeface used for London Underground), the painter David Jones, the printer Hilary Pepler and the weaver Ethel Mairet.

#### **The role**

The role is based at our (sometimes) busy Admissions, Shop and Café area, and involves delivering excellent customer service, selling tickets, cash handling and shop sales, restocking the shop, café sales and preparation of teas/coffees, serving cakes, fielding visitor questions, and invigilating within the museum. We provide free tea or coffee during shifts worked, and discount in our shop and café.

#### **Time commitment**

Ideally weekly though we are flexible. Shifts are 10.15am-2pm or 1.45-5.30pm available Tuesday-Sunday. One month overall as a minimum.

#### **Training**

Training provided upon induction, and during shifts.

#### **Location**

In the village of Ditchling, approximately 10 miles outside of Brighton. Please ensure you look into travel options for this opportunity due to its location.



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## **Story Mentor Volunteer ♦ Little Green Pig Writing Project**

### **The organisation/project**

We are a writing and mentoring charity for young people in Sussex. We believe in the right to write, and that this vital form of self-expression builds confidence, communication and literacy skills.

### **The role**

Story mentors do a very important job at Little Green Pig, supporting young people in our workshops to get inspired by writing and get their words on the page. Not only that, you'll be helping build their confidence and communication skills. Workshops are usually two hours long with 30 minute briefing and debrief sessions before and after.

### **Time commitment**

Ideally 3-4 hours per week for 6 months, committing to regular weekly shifts. A minimum of 4 shifts in one 6 month period.

### **Training**

Volunteers are required to attend a short info session in which they will meet some of the LGP team and learn about the role, and then a longer (2.5 hour) training session. These are held every couple of months.

### **Location**

Across Brighton and Hove.



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**Apply, find out more or search for different opportunities in a variety of sectors:**

**Tel:** 01273 644145

**Email:** [volunteering@brighton.ac.uk](mailto:volunteering@brighton.ac.uk)

**Web:** [www.brighton.ac.uk/careers/volunteering/register](http://www.brighton.ac.uk/careers/volunteering/register) (Vacancy Service)

**Blog:** <http://blogs.brighton.ac.uk/careers/>

**Visit:** Student Centre, Grand Parade Building



**Laundry room mural – designed and painted by 3 Active Student art student volunteers. At the Trevor Mann Baby Unit, Royal Alexander Children’s Hospital, Brighton. With Ronald McDonald House Charities. March 2019.**