

Arts Education Voluntary Placement information

Arts

20 November 2015

Arts Education Voluntary Placement

Orleans House Gallery is looking for enthusiastic and committed individuals to support its vibrant arts education programme of workshops. The Education department coordinates and runs art and cultural activities for various groups, including: schools, families, children under 5 and their carers, groups with special educational needs, children through our after-school art club and holiday activity programme and adults, including those suffering from dementia.

The placement

The Arts Education Voluntary Placement offers opportunities to build up a range of experiences and skills, including;

- Supporting art workshops and having the chance to plan and deliver your own session with one of our afterschool art clubs.
- Training to support the role: safeguarding, equality and diversity and working with children.
- Volunteers are asked to take significant responsibility for the management of materials and for maintaining the art spaces.
- Supporting creating education resources, marketing and other administrative duties as required.

This placement is a brilliant opportunity to get involved in the practical side of gallery education (assisting workshops, preparing for art activities), in addition to some administrative tasks too. Other aspects of experience can be addressed by arranging interviews about curating, fundraising or CV writing.

We ask for people completing the placement to commit to three months if possible, and would ideally be available 2 days per week.

Applicants **must demonstrate a commitment to working with children, the arts and to their own personal learning**. All volunteers are expected to contribute to our close-knit creative team, to effectively communicate with a range of people, to demonstrate basic administrative skills and to show an ability to manage their own workload. It is essential that you enjoy working with children.

Technical information:

- Travel expenses are covered up to £12 per day (the cost of a zones 1-4 travel card). You will need to keep copy of receipts to claim this back.

The Arts Education Voluntary Placement is a rolling opportunity, running as follows:

January to April - November application deadline

April to July - March application deadline

July to August - June application deadline

September to December - August application deadline

If you would like a placement at a different time then please specify on your application.

Apply: For further information or to apply please email your CV and a cover letter, explaining why you are applying to artseducation@richmond.gov.uk

www.richmond.gov.uk/orleans_house_gallery