



University of Brighton

Active Student
Volunteering Service

A taster selection of current, local arts,
media and heritage volunteering
opportunities...



Active Student Volunteering Service contact details

Telephone: 01273 644145

E-mail: volunteering@brighton.ac.uk

Website: www.brighton.ac.uk/careers/volunteering

Visit: Your local Student Centre

Contents

Active Student Volunteering Service contact details.....	1
Telephone:	1
E-mail:	1
Website:	1
Visit:	1
Introduction	5
What is Active Student?.....	5
Why volunteer?.....	5
Skills to gain and new experiences	5
Look at the entire list of volunteering opportunities	5
Register as a volunteer and apply for a role	5
If you have any questions about registrations please get in touch:	5
Brighton Dome and Festival: Historical/Heritage Research Volunteer	6
Organisation details	6
The role	6
Time commitment.....	6
Location.....	6
Further details.....	6
Brighton Dome and Festival: Historical Research Audit Volunteer	7
Organisation details	7
The role	7
Time commitment.....	7
Location.....	7
Further details.....	7
Brighton Dome and Festival: Oral History Audit Volunteer	8
Organisation details	8
The role	8
Time commitment.....	8
Location.....	8
Further details.....	8
Brighton Toy and Model Museum: Museum Assistant Volunteer	9
Organisation details	9
The role	9
Time commitment.....	9
Flexible - days/times to be mutually agreed.....	9

Location.....	9
Further details.....	9
Fabrica Centre for Contemporary Art: Front of House Volunteer	10
Organisation details	10
The role	10
Time commitment.....	10
Location.....	10
Further details.....	10
Fabrica Centre for Contemporary Art: Front of House Fundraiser	11
Organisation details	11
The role	11
Time commitment.....	11
Location.....	11
Further details.....	11
Gladrags Costume Resource: Recycling and Vintage Sales Assistant	12
Organisation details	12
The role	12
Where a volunteer is interested in getting more deeply involved, they can:	12
Help with the promotion of Gladrags' recycling and sustainability work for example:	12
Time commitment.....	12
Location.....	12
Further details.....	12
Gladrags Costume Resource: Styling Assistant Volunteer	13
Organisation details	13
The role	13
Time commitment.....	13
Location.....	13
Further details.....	13
Gladrags Costume Resource: Store Assistant Volunteer	14
Organisation details	14
The role	14
Time commitment.....	14
Location.....	14
Further details.....	14
Gladrags Costume Resource: Arts Admin Volunteer	15
Organisation details	15

The role	15
Time commitment.....	15
Location.....	15
Further details.....	15
Little Green Pig: Story Mentor Volunteer	16
Organisation details	16
The role	16
Time commitment.....	16
Location.....	16
Further details.....	16
O N C A: Gallery Assistant Volunteer	17
Organisation details	17
The role	17
Time commitment.....	17
Location.....	17
Further details.....	17
Photoworks: Invigilator/Survey Taker Volunteer	18
Organisation details	18
The role	18
Time commitment.....	18
Location.....	18
Further details.....	18

Introduction

What is Active Student?

Whether you're in your last year of university or your first, you can develop your employability skills, add to your CV, and make new connections by volunteering in your local community.

Active Student is the university's volunteering service. It can provide you with volunteering placements in the local community that are rewarding, safe and supported.

We link students up with local volunteering opportunities which are extra-curricular and also support a number of community engagement placement modules that are part of university degrees.

Why volunteer?

Volunteering is a great addition to your CV, and employers want to know about what volunteering you have done. In fact, 75% of employers say that they prefer applicants with voluntary work experience (source: Tearfund Survey).

The range of skills that you can gain from volunteering is extensive, depending on the types of opportunities you choose.

Skills to gain and new experiences

- Learn new skills and gain valuable work experience to add to your CV and enhance your employability.

- Networking opportunities – meet professionals from your degree discipline (or other areas) who work in the sector.

- Get involved in your local community and make a difference while you get to know where you live and study.

- Put into practice the skills and knowledge you have learnt at university and complement your degree learning and work – theory to practice.

- Meet new people and make new friends.

- Receive training opportunities (where appropriate) and a certificate if you complete more than 30 hours' work or a volunteering project.

- Furthermore, volunteering is also real confidence booster and can enhance personal wellbeing.

Look at the entire list of volunteering opportunities

We promote our Active Student volunteering opportunities via the online Careers Vacancy Service: www.brighton.ac.uk/careers/resources. This booklet contains only a taster of what's available.

Register as a volunteer and apply for a role

If you would like to apply for volunteering, please follow the registration instructions found on our website at www.brighton.ac.uk/careers/volunteering/register.

If you have any questions about registrations please get in touch:

Telephone: 01273 644145

E-mail: volunteering@brighton.ac.uk

Website: www.brighton.ac.uk/careers/volunteering

Visit: Your local Student Centre

Brighton Dome and Festival: Historical/Heritage Research Volunteer

Organisation details

The Grade I listed Brighton Dome has a rich 200-year history. Built by Prince Regent as a stable block, our venue has transformed from a Victorian skating rink, to a WW1 military hospital, and is now a leading performing arts venue.

The role

We are looking for volunteers to help us uncover some of the hidden histories of these iconic buildings. Your research will directly contribute to material that appears in the newly re-opened Corn Exchange and Studio theatre and in future exhibitions.

Research Volunteers will be looking at a number of stories including Regency Brighton, Brighton in the 1960's when the first Brighton Festival began, and how the Dome and Corn Exchange relates to the history of Black and Minority Ethnic communities, from the thousands of Indian Soldiers who were hospitalised here in WW1 to some of the iconic names in music, dance and theatre who have performed here including the Southern Syncopated Orchestra, Paul Robeson, Sister Rosetta Tharpe, Ella Fitzgerald, Maya Angelou, Carlos Acosta, Akram Khan, Stormzy, Beyoncé and more.

What might you do as a Historical/Heritage Research Volunteer:

- Look through existing Brighton Dome and Festival research including notes, documents and images, and pull together this material in one place

- Carry out independent research

- Work with specialist staff at Brighton Dome and Festival and at the Royal Pavilion and Museums

- Visits to The Keep at Falmer, and the Royal Pavilion and Brighton Museum to look through their resources

- Present your work to the public and to staff at Brighton Dome and Festival Open Days.

Time commitment

This opportunity is available immediately and has the potential to be ongoing. Suggested commitment: 1 – 2 hours per week but can be flexible.

Location

Centre of Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

Brighton Dome and Festival: Historical Research Audit Volunteer

Organisation details

The Grade I listed Brighton Dome has a rich 200-year history. Built by Prince Regent as a stable block, our venue has transformed from a Victorian skating rink, to a WW1 military hospital, and is now a leading performing arts venue.

The role

Brighton Dome & Festival has embarked on a history and heritage project, exploring over 200 years of these iconic buildings.

Since August 2018 Research Volunteers have been working with us to research stories of our past. We now need to collate and review this material so that we can find new ways to present it to the public.

We would like to invite you to help us with this task!

What might you do as a Research Audit Volunteer:

- Look through existing Brighton Dome & Festival Volunteer Research including text and images.

- Help us identify where there are gaps in the three themes we are exploring: Architecture, Social History and Performance History.

- Help us coordinate a list of research to date.

- Help us create an online system for sharing access to research material.

Time commitment

This opportunity is available immediately and has the potential to be ongoing. Suggested commitment: 3 – 4 hours per week but can be flexible.

Location

Centre of Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

Brighton Dome and Festival: Oral History Audit Volunteer

Organisation details

The Grade I listed Brighton Dome has a rich 200-year history. Built by Prince Regent as a stable block, our venue has transformed from a Victorian skating rink, to a WW1 military hospital, and is now a leading performing arts venue.

The role

In 2019 we launched an Oral History project to collect the memories of Brighton Dome staff, performers and audiences. One of our first tasks is to go through our archive and find out about the oral histories we have captured over the years (so that we can identify what histories we need to collect!). We would like to invite you to help us with this task!

What might you do as an Oral History Audit Volunteer:

- Look through existing Brighton Dome & Festival records including notes, documents and recordings, and create a list of all oral history material in our archives.

- Help us identify where there are gaps in our archives.

- Help us coordinate a list of potential Oral Histories to capture.

Time commitment

This opportunity is available immediately and has the potential to be ongoing. Suggested commitment: 3 – 4 hours per week but can be flexible.

Location

Centre of Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

Brighton Toy and Model Museum: Museum Assistant Volunteer

Organisation details

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 U.S. Your role is to greet visitors and answer their questions about the museum and the city – we are also a Visit Brighton information point.

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.

Location

Centre of Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

Fabrica Centre for Contemporary Art: Front of House Volunteer

Organisation details

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

As an educational charity we are committed to developing the broadest possible audience for the work we commission and present. To achieve this we work in partnership with a range of arts and non-arts organisations, create residencies for artists and deliver an events programme for each exhibition that is designed to engage a wide variety of visitors and participants.

Fabrica is a place where artists come to make new work. It encourages an open dialogue between artists and visitors within the gallery space and produces an integrated programme of education and audience development activity that strives to remove barriers to access, engagement and understanding.

The role

Fabrica holds three large scale-site specific exhibitions each year in spring, summer and autumn and we have a volunteer programme which is developed around each exhibition. We recruit Front of House volunteers before each exhibition. Front of House volunteers gain insight into how Fabrica runs and its public impact in the community as a free arts space.

The Front of House role is based on invigilating exhibitions when we are open to the public, but there are many opportunities and experiences that are developed from that point, such as creating the Response Magazine, to delivering workshops. We would leave these opportunities open for the placement to choose from and adapt their experience at Fabrica.

Time commitment

The role and time commitment is flexible although we expect at least a shift a week during exhibition times which is approximately 3.5 hours.

Location

Centre of Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

Fabrica Centre for Contemporary Art: Front of House Fundraiser

Organisation details

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.

As an educational charity we are committed to developing the broadest possible audience for the work we commission and present. To achieve this we work in partnership with a range of arts and non-arts organisations, create residencies for artists and deliver an events programme for each exhibition that is designed to engage a wide variety of visitors and participants.

Fabrica is a place where artists come to make new work. It encourages an open dialogue between artists and visitors within the gallery space and produces an integrated programme of education and audience development activity that strives to remove barriers to access, engagement and understanding.

The role

This is a really exciting specialist role within our Front of House volunteer team, offering skills development in a key area of work in the charitable sector and within arts management. Equally, the role draws upon and develops transferable skills in marketing and communications, customer service and sales.

Our FOH Fundraisers will work within the rest of the FOH team in the Gallery, welcoming the public and introducing them to our work. But, they will be specifically focused on communicating our charitable aims, engaging in conversations about our fundraising efforts, encouraging donations and membership subscriptions sign ups. Beyond the gallery, FOH Fundraisers are invited to contribute their first-hand experience and expertise to develop our Fundraising Communications and each exhibition's individual Fundraising Plan.

Time commitment

The role has a flexible weekend work pattern - we would ask you to work for a shift a week on a Saturday or Sunday during exhibition when the Gallery is open to the public. We require all FOH volunteers to work a minimum of one shift per week during exhibition time which is approximately 3.5 hours. This is so you can get the most out of the development opportunity the role offers, build your expertise and experience within the organisation and dealing with our audiences first hand.

Location

Centre of Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

Gladrags Costume Resource: Recycling and Vintage Sales Assistant

Organisation details

Gladrags is a unique, creative, eco-minded charity providing costumes (7000 + of them!) to: youth and community projects; schools & colleges; amateur & fringe arts. By providing affordable costume hire, we resource activities that are educational, that entertain communities or that support wellbeing. Our costumes also enrich key heritage celebrations, as well as city events such as Youth Climate Strike and Pride. We subsidise all this by providing party outfits to the general public, from classy vintage to fun fancy dress. Planet-friendly principles are key to our ethos.

The role

The volunteers' activities would include some or all of the following, depending on skill and interest:

- Donations: e.g. assessing and sorting donated vintage clothing, fabrics and costumes for giving away or for sale.

- Re-homing Scheme: helping visitors who come to view our give away items; researching new avenues for gifting items to groups in need / items that are harder to pass on.

- Preparing items for sale: e.g. logging measurements, pricing and labelling; potentially mending, steaming and presentation of garments.

- Online sales e.g. selecting and organising seasonal garments; researching value of vintage and designer items; writing garment descriptions.

- Vintage Sales Events e.g. setting up our stall with other helpers, talking to customers, handling payments.

Where a volunteer is interested in getting more deeply involved, they can:

Help with the promotion of Gladrags' recycling and sustainability work for example:

- Research of and communicating with relevant community organisations

- Assist with the development of an eco-plan that sets out what we want to achieve in terms of contributing to reducing the carbon footprint of clothing, fabric and costume.

Time commitment

4-5 hours a week for at least 3 months or more. We prefer the volunteer to come on the same day each week wherever possible. Working from home may also be possible at times. We are open for volunteers on: Tuesdays and Wednesdays 10am to 3pm, Thursdays 10am to 6.30pm and Saturdays 10am to 1pm. We are particularly seeking volunteers on a Saturday, though we welcome volunteers on all days that we are open.

Location

Moulsecomb, Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

Gladrags Costume Resource: Styling Assistant Volunteer

Organisation details

Gladrags is a unique, creative, eco-minded charity providing costumes (7000 + of them!) to: youth and community projects; schools & colleges; amateur & fringe arts. By providing affordable costume hire, we resource activities that are educational, that entertain communities or that support wellbeing. Our costumes also enrich key heritage celebrations, as well as city events such as Youth Climate Strike and Pride. We subsidise all this by providing party outfits to the general public, from classy vintage to fun fancy dress. Planet-friendly principles are key to our ethos.

The role

Styling/Curating:

- Attending to new customers, sourcing costumes for them within the store.
- Researching and styling outfits for individuals and groups.
- Assisting with curating costume collections under a particular theme, e.g. a time period like the 1960s, a historical period like the Suffragette movement.
- Preparing costumes for display or photographic purposes.
- Preparing and listing outgoing costumes and attending to customers returning costumes.

Costume Care:

- If you have, and want to utilise your sewing skills, assisting with the repair and restoration of existing vintage garments and costumes as well as the creation of new pieces.
- Assisting with the cataloguing of costumes, including measuring and labelling costumes with accurate sizes.

Time commitment

4-5 hours a week for at least 3 months or more. We prefer the volunteer to come on the same day each week wherever possible. Working from home may also be possible at times. We are open for volunteers on: Tuesdays and Wednesdays 10am to 3pm, Thursdays 10am to 6.30pm and Saturdays 10am to 1pm. We are particularly seeking volunteers on a Saturday, though we welcome volunteers on all days that we are open.

Location

Moulsecoomb, Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

Gladrags Costume Resource: Store Assistant Volunteer

Organisation details

Gladrags is a unique, creative, eco-minded charity providing costumes (7000 + of them!) to: youth and community projects; schools & colleges; amateur & fringe arts. By providing affordable costume hire, we resource activities that are educational, that entertain communities or that support wellbeing. Our costumes also enrich key heritage celebrations, as well as city events such as Youth Climate Strike and Pride. We subsidise all this by providing party outfits to the general public, from classy vintage to fun fancy dress. Planet-friendly principles are key to our ethos.

The role

In our busy costume store we welcome groups and individuals who want to hire our costumes for shows, projects and sometimes fancy dress parties. Our volunteers assist with this in a number of ways.

Customer care including:

- Greeting new customers and orienting them around the store.
- Preparing and listing outgoing costumes.
- Attending to customers returning costumes and checking off returned costumes.
- Assisting with gathering groups of costumes for customers.

Costume care including:

- Putting away returned costumes and organising specific costume sections.
- Steam cleaning and ironing.
- If you have sewing skills, helping with the repair and adapting of costumes.

Time commitment

4-5 hours a week for at least 3 months or more. We prefer the volunteer to come on the same day each week wherever possible. Working from home may also be possible at times. We are open for volunteers on: Tuesdays and Wednesdays 10am to 3pm, Thursdays 10am to 6.30pm and Saturdays 10am to 1pm. We are particularly seeking volunteers on a Saturday, though we welcome volunteers on all days that we are open.

Location

Moulsecomb, Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

Gladrags Costume Resource: Arts Admin Volunteer

Organisation details

Gladrags is a unique, creative, eco-minded charity providing costumes (7000 + of them!) to: youth and community projects; schools & colleges; amateur & fringe arts. By providing affordable costume hire, we resource activities that are educational, that entertain communities or that support wellbeing. Our costumes also enrich key heritage celebrations, as well as city events such as Youth Climate Strike and Pride. We subsidise all this by providing party outfits to the general public, from classy vintage to fun fancy dress. Planet-friendly principles are key to our ethos.

The role

A combination of some of the following elements to suit your focus, skills and interests.

Events:

- Helping to prepare materials for event PR, including content and social media posts.
- Supporting the lead-up tasks for a live and/or on-line auction.
- Researching/listing events on online or print sites.
- Option to contribute creative ideas to PR and event set-up.

Communications:

- Keeping customer and donor databases up to date and organised.
- Working with database systems for the purposes of efficient communications.

Marketing:

- Contributing to and inputting copy/design and images onto our marketing platforms.
- Helping to set up an image-bank system.
- Helping to identify new potential customers and marketing to them.

Office Admin:

- Helping to produce in-store notices and signage for volunteers and customers.
- Organising, handling and filing administrative documents such as hire records and financial data.

Time commitment

4-5 hours a week for at least 3 months or more. We prefer the volunteer to come on the same day each week wherever possible. Working from home may also be possible at times. We are open for volunteers on: Tuesdays and Wednesdays 10am to 3pm, Thursdays 10am to 6.30pm and Saturdays 10am to 1pm. We are particularly seeking volunteers on a Saturday, though we welcome volunteers on all days that we are open.

Location

Moulsecoomb, Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

Little Green Pig: Story Mentor Volunteer

Organisation details

We are here for young writers.

Based in Brighton & Hove, 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.

You can find us scribbling in various venues across the city.

Creativity and fun are at the heart of what we do.

We work with children and young people aged 7 to 18 in schools and colleges, offering young people and teachers the chance to get out of the classroom and get playful with writing.

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.

Location

Moulsecoomb, Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

ONCA: Gallery Assistant Volunteer

Organisation details

At ONCA, we provide opportunities for people to gain experience in a professional arts environment while supporting ONCA's activities and development.

We love our volunteers and interns as much as a riverbank loves voles, so we call them voles. They are generous and creative: essential to the ONCA ecosystem. Since opening in 2012, we've been amazed at the range of skills and support people have brought us. Our volunteers and interns enable us to continue providing great, inclusive exhibitions and projects for everyone to enjoy. We recognise time is precious, and hope that in exchange for yours, we can provide you with valuable experiences, growth and learning.

The role

It may include the following:

- Setting up and taking down exhibitions
- Invigilating exhibitions (ensuring art works are safe, welcoming visitors etc.)
- Assisting with events and workshops
- Assisting with education and outreach
- Gardening & DIY
- Writing for our blog
- Photographing events and exhibitions
- Assisting with fundraising and marketing
- Assisting with research projects.

Time commitment

We have two types of vole positions: Voles and Perma-Voles. Voles help out on a casual basis, say a few times a month, and Perma-Voles dedicate one day every week to supporting ONCA on an ongoing basis.

Location

Centre of Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources

Photoworks: Invigilator/Survey Taker Volunteer

Organisation details

Photoworks is a platform for contemporary photography. We don't have a permanent home, instead we curate photography in unexpected places – and online – and partner with museums and festivals across the world. We don't collect, we produce, by supporting artists to make and exhibit new work. Our learning and engagement programmes break down barriers and invite everyone to participate regardless of their background or ability. We are a non-profit organisation and much of what we do is free to access and enjoy. Photoworks a registered charity (1053208) and Arts Council England National Portfolio Organisation.

In Focus is a new programme including a new commission, photography clubs and public events designed for neurodiverse communities. The commission is an opportunity specifically for a neurodiverse adult. Photoworks selected Anna Farley to make a new body of work (as yet untitled).

In Focus is part of EXPLORERS, a three-year programme of art, conversation, awareness raising activity, commissions and events developed by Project Art Works in partnership with Photoworks and cultural organisations across the UK and Australia.

The role

You will welcome visitors, tell them about the work, and look after the exhibition. You may also be asked to support our events programme linked to the exhibition. Armed with a tablet, you'll conduct audience and evaluation surveys with our visitors. You'll have an interest in contemporary art and photography, like to have a chat and won't be afraid to approach people.

Time commitment

A minimum of three 3-hour shifts during exhibition opening times (Wed-Sun) between 18 October and 3 November 2019. At least three 3-hour shifts during exhibition opening hours, Weds-Sun between 19 October and 3 November 2019.

Location

Centre of Brighton.

Further details

For full role details including particular requirements, training involved and the recruitment process, please visit and login to the university's online Vacancy Service via:

www.brighton.ac.uk/careers/resources