



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

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

Visit: Your local Student Centre

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## 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](http://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](http://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](mailto:volunteering@brighton.ac.uk)

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

Visit: Your local Student Centre



## Ambigo: Social Media Campaign Volunteer

### Organisation details

We bring people together to support each other's goals, ambitions and dreams. We deliver fun community networking events and a social media campaign where people share info, contacts and advice.

Our vision is for a harmonious world where everyone feels empowered to live a fulfilling life. Our activities bring people from diverse backgrounds together and help them see each other as unique individuals. Through peer-to-peer support, people boost each other's confidence and increase one another's capacity to achieve whatever is important to them.

### The role

You will use Facebook and Twitter to feature people's personal goals, ideas or ambitions. You'll then help connect that person to others who can offer useful and supportive info, contacts and advice by posting about it and sharing it online. Simple and very effective!

Your impact on the individuals featured:

- Boost their confidence
- Enhance their sense of purpose
- Increase their capacity to achieve whatever is most important to them

You will also play a key part in inspiring others and helping the wider community see people from diverse backgrounds as unique individuals rather than through stereotype or stigma.

What you'll get out of it:

- Pride in helping others, often from marginalised backgrounds, to feel more confident and supported.
- Develop social media, IT and communication skills
- Enjoy being part of a friendly team that starts every session with a game, and the chance to develop skills in other areas you're interested in.

Other Important Info:

The team will meet, work and play together for 3 hours, 14:00-17:00 Wednesday afternoons.

### Time commitment

Minimum of one month – 3 hours per week.

### Location

Centre of Brighton. This role would also be suitable for those who have needs that mean they can only work remotely.

### 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](http://www.brighton.ac.uk/careers/resources)

## Brighton Dome and Festival: Administration Assistant

***The organisers of the Festival have asked us to note that the list of roles for the Brighton Festival are indicative only and it is possible not all of these roles will be available or that some of these roles may change as plans for the festival are firmed up.***

### Organisation details

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.

The acclaimed British and Ethiopian poet, playwright, broadcaster and speaker, Lemn Sissay MBE is Brighton Festival 2020 Guest Director.

### The role

The Volunteer Coordination Manager is responsible for recruiting volunteers for the festival and for our year-round Heritage Volunteer Programme. During March/April/May we will be recruiting up to 180 volunteers.

What you will do:

- Provide administrative support to the Volunteer Coordination Manager including:
- Checking all relevant paperwork has been completed and filed
- Answering queries from volunteers and staff members about volunteering
- Supporting the administration of the volunteer database, ensuring our records are accurate and up to date.
- Assisting with preparations for volunteer training and welcome events.

Desirable skills/experience:

- Friendly, confident and pro-active
- Available during weekdays Mondays – Thursdays during office hours
- Efficient multi-tasker
- Ability to think and act quickly and independently
- Confident in IT skills including Excel and Outlook email
- Discretion and sensitivity when dealing with other volunteers and artists
- Good organisation and communication skills

### Time commitment

4 hours per week

### Location

Brighton.

### Further details

There will be a recruitment evening for festival volunteers on Wednesday 26<sup>th</sup> February from about 5 – 7pm and we expect the online recruitment to go ‘live’ that day at which time the final list of roles and role descriptions will be available.

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](http://www.brighton.ac.uk/careers/resources)

## Brighton Dome and Festival: Meet and Greet Volunteers

(10 roles available)

The organisers of the Festival have asked us to note that the list of roles for the Brighton Festival are indicative only and it is possible not all of these roles will be available or that some of these roles may change as plans for the festival are firmed up.

### Organisation details

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.

The acclaimed British and Ethiopian poet, playwright, broadcaster and speaker, Lemn Sissay MBE is Brighton Festival 2020 Guest Director.

### The role

During May hundreds of artists will arrive in Brighton to perform in the Festival.

Our meet **and** greet volunteers will be responsible for providing a friendly and helpful welcome to the artists arriving to perform, and to take them to their accommodation and/or performance venue. You will be required from 1<sup>st</sup> – 30<sup>th</sup> May on various dates.

What will you do?

- Represent the festival, meeting artists and companies and taking them to their performance venue or to their accommodation.
- Help us to prepare welcome packs for visiting artists and volunteers.

Desirable skills/experience:

- Friendly, confident, polite and sociable
- Good knowledge of Brighton
- Available to work during weekdays and weekends
- Discretion and sensitivity when dealing with artists
- Good organisation skills
- Able and willing to travel by bus, taxi and train

### Time commitment

You will be required from 1<sup>st</sup> – 30<sup>th</sup> May on various dates. Maximum of 8hrs per week

### Location

Brighton.

### Further details

You will be interviewed for this role.

There will be a recruitment evening for festival volunteers on Wednesday 26<sup>th</sup> February from about 5 – 7pm and we expect the online recruitment to go 'live' that day at which time the final list of roles and role descriptions will be available.

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:

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## Brighton Dome and Festival: Artistic Planning Volunteer Assistants

(4 roles available)

The organisers of the Festival have asked us to note that the list of roles for the Brighton Festival are indicative only and it is possible not all of these roles will be available or that some of these roles may change as plans for the festival are firmed up.

### Organisation details

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.

The acclaimed British and Ethiopian poet, playwright, broadcaster and speaker, Lemn Sissay MBE is Brighton Festival 2020 Guest Director.

### The role

Literature Assistant

No. of volunteers required: 1

Music Assistant

No. of volunteers required: 1

Theatre and Dance Assistant

No. of volunteers required: 1

Our Place Assistant

No. of volunteers required: 1

Our Artistic Planning assistants will be required on specific dates during May to help with the organisation and running of events. You will directly assist the Producers and Assistant Producers to ensure that the event runs efficiently. There are various assistant roles for different art forms, which are listed above.

What will you do?

- Be an 'extra pair of hands' for the event producer. This could include:
- Getting refreshments for artists
- Relaying messages between artists and producers
- Providing a warm welcome to artists and an 'extra pair of hands' during rehearsals and set-up of events
- Some manual handling to carry items to / from venue and /or help set-up of venues (manual handling training will be provided as part of the health and safety training).

Desirable skills/experience:

- Well organised and reliable
- Able and willing to carry out physical tasks including manual handling to help set up venues and assist with events and shows
- Enthusiasm for the arts

- Good organisation and communication skills
- Able and willing to travel by bus and taxi to a variety of venues around the city
- Able and willing to travel by bus and taxi to a variety of venues around the city

#### Time commitment

Maximum of 8hrs per week

#### Location

Brighton.

#### Further details

There will be a recruitment evening for festival volunteers on Wednesday 26<sup>th</sup> February from about 5 – 7pm and we expect the online recruitment to go 'live' that day at which time the final list of roles and role descriptions will be available.

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:

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## Brighton Dome and Festival: Our Place Volunteers

(20 roles available)

The organisers of the Festival have asked us to note that the list of roles for the Brighton Festival are indicative only and it is possible not all of these roles will be available or that some of these roles may change as plans for the festival are firmed up.

### Organisation details

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.

The acclaimed British and Ethiopian poet, playwright, broadcaster and speaker, Lemn Sissay MBE is Brighton Festival 2020 Guest Director.

### The role

Your Place is delivered in collaboration with local communities in East Brighton and Hangleton.

Your Place volunteers will assist with the weekend activities as part of *Your Place*. Taking place on 16<sup>th</sup> May in Hangleton and 23<sup>rd</sup> May in East Brighton. The weekends are celebrating the partnership between the Festival and Brighton People's Theatre and putting the arts in the heart of local communities. The Festival have booked a number of both local and festival artists to perform during both weekends. In addition, there will be pop-up performances and workshops in both communities throughout the festival.

What will you do?

- Help prepare the venues including some basic technical set up.
- Carry messages between performing artists and the Festival Team to help ensure that the weekend events run smoothly.
- Provide a warm welcome to visitors, audiences and artists and give information about the events taking place.
- Help and encourage visitors and audiences to complete evaluation forms
- Able and willing to travel by bus and/or taxi to venues in East Brighton and Hangleton
- Support the steering committees of each community (which are made up of local residents) to ensure the events run smoothly.

Desirable skills/experience:

- Experience of working within community projects
- Enthusiasm and passion for working with local communities and people
- Able and willing to carry out a variety of tasks including some manual handling if possible (This is not an essential requirement and we actively welcome applications from people who are disabled and will make reasonable adjustments wherever possible)
- Good communicator
- Able and willing to work outside in all weathers (We will make any reasonable adjustments for people unable to work outside in all weathers)

### Time commitment

Day events on 16<sup>th</sup> May and 23<sup>rd</sup> May.

## Location

Brighton.

## Further details

There will be a recruitment evening for festival volunteers on Wednesday 26<sup>th</sup> February from about 5 – 7pm and we expect the online recruitment to go 'live' that day at which time the final list of roles and role descriptions will be available.

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:

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## Brighton Dome and Festival: Visitor Services – Festival Greeter

(80 roles available)

The organisers of the Festival have asked us to note that the list of roles for the Brighton Festival are indicative only and it is possible not all of these roles will be available or that some of these roles may change as plans for the festival are firmed up.

### Organisation details

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.

The acclaimed British and Ethiopian poet, playwright, broadcaster and speaker, Lemn Sissay MBE is Brighton Festival 2020 Guest Director.

### The role

The Visitor Services Team is responsible for providing a warm welcome to all visitors and audiences and ensuring that all venues are safe. As the face of the Festival, you will have a key role in the Visitor Services department, ensuring that audiences are greeted by a friendly face and supported during their visit. You will be required to shadow members of the Visitor Services team throughout April, leading up to volunteering at various event during the Festival in May. Some events will be outdoors, volunteers must therefore be able and willing to spend time outside in all weathers, sometimes without provision to sit down. (We actively welcome applications from people who are disabled and will make reasonable adjustments wherever possible)

What will you do?

- Welcome members of the public
- Answer questions, provide general information and assist with directions.
- You will also be essential in creating an exciting atmosphere at the venue.

Desirable skills/experience:

- Friendly, polite and approachable
- Well presented
- Enthusiasm for the arts
- Excellent customer service skills
- Social and would enjoy talking to members of the public
- Confident English speaker (any other languages would be a plus but not essential)
- Able and willing to spend time outdoors in all weather

### Time commitment

Maximum 8 hours per day.

### Location

Brighton.

### Further details

There will be a recruitment evening for festival volunteers on Wednesday 26<sup>th</sup> February from about 5 – 7pm and we expect the online recruitment to go 'live' that day at which time the final list of roles and role descriptions will be available.



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](http://www.brighton.ac.uk/careers/resources)

## Brighton Dome and Festival: Marketing & Promotions - Web and Social Media Assistant

(1 role available)

The organisers of the Festival have asked us to note that the list of roles for the Brighton Festival are indicative only and it is possible not all of these roles will be available or that some of these roles may change as plans for the festival are firmed up.

### Organisation details

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.

The acclaimed British and Ethiopian poet, playwright, broadcaster and speaker, Lemn Sissay MBE is Brighton Festival 2020 Guest Director.

### The role

Our Marketing & Promo Team are essential in creating an exciting, buzzy festival atmosphere on the ground. You'll help manage our website and social media channels and create blog content to help get information out there, and to get people engaging with Brighton Festival. There may be photography included as well as possibly interviewing people and approaching other online providers.

What will you do?

- Create blog content to generate excitement and interest in the festival
- Look for and help to promote stories from the festival on social media
- Assist the marketing team to spread the word about upcoming events and create excitement and 'buzz' around the festival through our website and social media channels

Desirable skills/experience:

- Be a confident user of social networks including Twitter, Facebook, Instagram, Flickr etc.
- Have experience using a Content Management System (CMS)
- Able to crop and resize images in Photoshop
- Confident written English skills

### Time commitment

Be available 1 day a week throughout the Festival (4 – 26<sup>th</sup> May)

### Location

Brighton.

### Further details

There will be a recruitment evening for festival volunteers on Wednesday 26<sup>th</sup> February from about 5 – 7pm and we expect the online recruitment to go 'live' that day at which time the final list of roles and role descriptions will be available.

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:

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## Brighton Dome and Festival: Marketing & Promotions - Children's Parade Marketing Volunteers

(10 roles available)

The organisers of the Festival have asked us to note that the list of roles for the Brighton Festival are indicative only and it is possible not all of these roles will be available or that some of these roles may change as plans for the festival are firmed up.

### Organisation details

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.

The acclaimed British and Ethiopian poet, playwright, broadcaster and speaker, Lemn Sissay MBE is Brighton Festival 2020 Guest Director.

### The role

Our Marketing & Promo Team are essential in creating an exciting, buzzy festival atmosphere on the ground. The annual children's parade is the largest of its kind in Europe and kick starts the Brighton Festival in a fantastic celebration that takes over the city centre. This year the Children's Parade will take place on Saturday 4<sup>th</sup> May.

What will you do?

- Handing out flyers & information and generally being an ambassador for the festival.
- Talk to members of the public about the events taking place in the festival
- Answer questions about the festival (such as where to buy tickets etc.)

Desirable skills/experience:

- Enthusiasm for the arts
- An interest in marketing
- Happy to move around town and carrying boxes/banners etc. (manual handling training will be provided and reasonable adjustments can be made)
- Sociable and would enjoy talking to public about our events
- Confident English speaker (any other languages would be a plus but not essential)

### Time commitment

Maximum of 8 hours per week

### Location

Brighton.

### Further details

There will be a recruitment evening for festival volunteers on Wednesday 26<sup>th</sup> February from about 5 – 7pm and we expect the online recruitment to go 'live' that day at which time the final list of roles and role descriptions will be available.

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:

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## Brighton Dome and Festival: Marketing & Promotions – Live Stream Production Volunteer

(1 role available)

The organisers of the Festival have asked us to note that the list of roles for the Brighton Festival are indicative only and it is possible not all of these roles will be available or that some of these roles may change as plans for the festival are firmed up.

### Organisation details

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.

The acclaimed British and Ethiopian poet, playwright, broadcaster and speaker, Lemn Sissay MBE is Brighton Festival 2020 Guest Director.

### The role

Our Marketing & Promo Team are essential in creating an exciting, buzzy festival atmosphere on the ground and to increase opportunities for people to engage with the festival. To enable more people to engage with the fantastic events taking place, we create live-streams of certain events throughout the festival. We are looking for someone to help support the production of these live streams.

What will you do?

- Support the production of live-streams from festival events

Desirable skills/experience:

- Be available at various times throughout the festival including evenings and weekends
- Good attention to detail
- Experience of live-stream production
- Familiar with relevant IT programmes

### Time commitment

Maximum of 8 hours per week

### Location

Brighton.

### Further details

There will be a recruitment evening for festival volunteers on Wednesday 26<sup>th</sup> February from about 5 – 7pm and we expect the online recruitment to go 'live' that day at which time the final list of roles and role descriptions will be available.

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](http://www.brighton.ac.uk/careers/resources)

## Brighton Dome and Festival: Marketing & Promotions – Volunteer Blog Writer and Coordinator

(1 role available)

The organisers of the Festival have asked us to note that the list of roles for the Brighton Festival are indicative only and it is possible not all of these roles will be available or that some of these roles may change as plans for the festival are firmed up.

### Organisation details

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.

The acclaimed British and Ethiopian poet, playwright, broadcaster and speaker, Lemn Sissay MBE is Brighton Festival 2020 Guest Director.

### The role

Our Marketing & Promo Team are essential in creating an exciting, buzzy festival atmosphere on the ground and to increase opportunities for people to engage with the festival. We are looking for someone to liaise with volunteers working in different departments throughout the festival and to tell their stories about volunteering for Brighton Festival. We are particularly interested in capturing the stories of volunteers who are disabled.

What will you do?

- Talk to volunteers from different departments about their volunteering experiences
- Write a blog using the stories you collect
- Work with the marketing team to edit and publish the blog online.

Desirable skills/experience:

- Be available at various times throughout the festival including evenings and weekends
- Good attention to detail
- Experience of blogging
- Sociable and would enjoy talking to other volunteers about their experiences
- Confident written English skills

### Time commitment

Maximum of 8 hours per week

### Location

Brighton.

### Further details

There will be a recruitment evening for festival volunteers on Wednesday 26<sup>th</sup> February from about 5 – 7pm and we expect the online recruitment to go 'live' that day at which time the final list of roles and role descriptions will be available.

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:

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## 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.

### 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](http://www.brighton.ac.uk/careers/resources)

## Different Planet Arts Volunteer: Social Media Volunteer

### Organisation details

Different Planet Arts is an inclusive arts charity based in Lewes. We specialise in engaging children and young people with complex disabilities by offering unique participatory multimedia art events.

We produce and deliver fully accessible, transformative theatre and play experiences with high production values at their core which are satisfying, enjoyable and therapeutic. We work with hard to reach individuals and communities, devising different events tailored to the needs of specific groups of participants. We encourage reverse inclusion in the projects, allowing participants with complex disabilities to invite their families and friends. We work in Theatres, Arts Centres, schools, hospitals and community settings.

We envision a world where arts experiences and events are accessible to everyone and celebrated as part of the everyday cultural landscape. We believe that access and participation in cultural and arts experiences are fundamental to the human experience and to the health and empowerment of individuals and communities. We enable those who are often excluded to participate in creative activities within the wider community.

### The role

To promote, develop and maintain our online presence in order to maximise our impact and to promote ourselves as widely as possible.

### Time commitment

Minimum time commitment is 3 months with flexible hours half a day a week

### Location

Home based.

### 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](http://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

We expect volunteers to stay until the end of the exhibition which is approximately two months.

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](http://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 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

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 - approximately 3.5 hours - 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. Particularly within the FOH Fundraiser's role, 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. We expect volunteers to stay until the end of the exhibition which is approximately two months.

### 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](http://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

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](http://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

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](http://www.brighton.ac.uk/careers/resources)

## Gladrags Costume Resource: Arts Admin and Marketing 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

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 (see also Recycling and Vintage Sales Assistant volunteer position) you can combine aspects of both that role and this one .

Elements of this role can also be combined to suit your focus, skills and interest and some of the work may be done from home. The work may involve specific projects as well as an ongoing role that suits general volunteering or a placement.

PR: supporting the marketing process by:

- researching/listing the event on online/ print sites (this includes promoting a vintage sale event at the same venue) - preparing materials for event PR in relation to events
- assisting with innovative street marketing and flyer distribution
- promoting the events to our mailing list
- updating/improving mailing list and systems
- processing in-house ticket sales

Event administration: further PR tasks may arise, including contributing to the social media feeds and supporting material; further administrative duties could include preparing artistic signage for various event activities; managing the guest list and preparing front of house info.

### 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](http://www.brighton.ac.uk/careers/resources)

## Lighthouse (Brighton Festival): Gallery Assistant

### Organisation details

Lighthouse is a Brighton-based arts charity specialising in connecting new developments in art, technology and society. We provide an accessible programme of training, talks, exhibitions, commissions and education initiatives.

For the 2020 Brighton Festival, Lighthouse is presenting The Informals II.

An improvised documentary experience, the work combines an exhibition and performance by artists Polina Medvedeva and Andreas Kühne, in collaboration with talent from Brighton's emerging music subcultures. Inspired by the artists' interest in improvisation, non-conformity and ways of living in the digital age, The Informals II explores the lives and stories of Brighton's youth subcultures.

The installation will bring together audio visual documentary footage collected by the artists in Brighton. Moving image, text, music and dialogue will create projections, which the audience is called upon to interact with, and create new narratives and meanings. For one night, Polina and Andreas will collaborate with local artists Phonetic, Bobbie Johnson, Ollie Hutchison and Marshall Mandiangu to deliver a live-scored, live-edited documentary, showcasing Brighton's extraordinary, creative, engaged, visionary youth culture.

### The role

We are looking for volunteers to invigilate the work at Lighthouse during Brighton Festival, Lighthouse is seeking people who have a interest in immersive audio visual work, sound and live performance. We are also looking for volunteers to assist with the installation and setup of the exhibition as well as the performance. This will be a great chance to see behind the scenes and learn what it takes to exhibit an interactive installation work and live event.

### Time commitment

The exhibition, including install, is running from 29.04.19 to the 24.05.19. We'd like volunteers to help out at least one day per week but we can be flexible. Must also be available for training session on Friday 1st May 2020, 11am-12:00pm

### Location

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](http://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](http://www.brighton.ac.uk/careers/resources)

## Mosaic: Newsletter Development Group Volunteer

### Organisation details

Mosaic is a unique community organisation of Black, Asian and mixed parentage families and individuals. Our mission is to create safe, supportive, anti-racist, culturally diverse environments for all our members and represent their interest.

### The role

We are looking for candidates to help with the development of the Mosaic and BMEYPP news letters which are produced quarterly. The potential candidates must be proficient in using Microsoft publisher and other creative software suites, must be able to work as part of a team. Source information, write articles and help with distribution of news letters to members.

### Time commitment

Minimum of 6 months volunteering. This is a flexible role with a commitment of at least 2 hours per week

### Location

Central 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](http://www.brighton.ac.uk/careers/resources)

## Old Police Cells Museum: Collection Conservator (general)

### Organisation details

The police cells were condemned in 1929 and are now unearthed for your pleasure. In 1844, Chief Constable Henry Solomon was senselessly bludgeoned to death by a petty criminal before witnesses in his own office. His assailant spent a night in the subterranean cells before being tried and publicly hanged. These cells have hosted many infamous felons who have shared a night in the company of the spectres that lurk within...

### The role

In this role you will be working directly in collection's care and management working to SPECTRUM standards. You will gain first-hand experience in preventative conservation and how to use the digital collections management system MODES. 10am – 2pm Mondays and/or Saturdays.

### Time commitment

Curator volunteers meet on Monday mornings and/or Saturday mornings. At least 6 months commitment would be preferable, ideally one year.

### Location

Central 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](http://www.brighton.ac.uk/careers/resources)



## Photoworks: Digital 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.

### The role

As Digital Volunteer you will get involved with all aspects of Photoworks' exciting and wide ranging digital programme, from Google Analytics to our curated Instagram channel and audience development tools such as Twitter and Facebook. The role will give you hands-on experience in social media, content planning, SEO, website management and analytics. You'll also have an opportunity to support our digital programme by researching artists and online content for our channels and crafting copy.

### Time commitment

This volunteer placement will start on 1 December 2019 and finish on 31 May 2020. You will work with us 1-2 days per week, at the Photoworks office (University of Brighton School of Media, 154-155 Edward Street).

### 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](http://www.brighton.ac.uk/careers/resources)

## Quiet Down There: Hijack Programme Co-ordinator

### Organisation details

Quiet Down There (QDT) is a Community Interest Company that specialises in amplifying the everyday. We believe that culture is everywhere and everyone creates culture in their own way. We strive to create and support environments where individuals, artists, communities and organisations can articulate and develop their own culture - making the invisible visible. We work with artists, schools, families, community groups and art organisations designing, producing and delivering creative projects in Brighton and across the Southeast.

### The role

We are offering a placement for someone to work on our Hijack – Challenging Gender Stereotypes programme which is a yearlong programme of work in schools and in the community working with artists and children under 11 and their parents/carers to creative challenge the gender stereotypes they are bombarded with every day. The programme consists of after school clubs, in school clubs, a free weekend event at Komedia and training for parents, teachers and artists. We have also commissioned a literature review.

### Time commitment

5 hours a week from Jan-March 2020.

This can be flexible but does need to work with the commitments of the role. Coming to the office on a weekly basis works best. This would need to be Monday -Thursday. A regular day would be best but we can be flexible some weeks.

### Location

Central 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](http://www.brighton.ac.uk/careers/resources)

## Ronald McDonald House Charities: Event Photographer

### Organisation details

At Ronald McDonald House Charities we provide free 'home away from home' accommodation at specialist children's hospitals across the UK, enabling families to stay close to their child and maintain a degree of normal family life. Our Brighton House has been open since 1999 and has 18 bedrooms for families with children in the Royal Alexandra Children's Hospital and babies in the Trevor Mann Baby Unit. Here at Ronald McDonald House Brighton, we host lots of exciting events for the families that have stayed with us as well as the families that are currently staying. These events range from everything to Children's Discos, Halloween parties, special family case studies and special fundraising events.

### The role

We are looking for individuals with a keen eye and passion for photography who would be willing to come along to our events to take photos that we will then be able to showcase on our social media platforms, with a potential viewing of over one million people.

### Time commitment

There is no minimum/maximum amount of time we expect a volunteer to commit to our opportunities. Our volunteer programme here is incredibly flexible and all that we ask is that volunteers are very efficient with their communication skills.

### Location

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](http://www.brighton.ac.uk/careers/resources)

## Sew Fabulous: Studio and Admin Assistant

### Organisation details

Sew Fabulous is a sewing studio located in Brighton Open Market. We run classes for adults, teens and kids. We run funded classes for local low waged/unemployed adults. We have a repairs, alterations and sewing service.

### The role

- Help to keep the studio and workshop materials organised.
- Help with preparing teaching materials.
- Once monthly distribution round of fliers to sewing shops in Brighton, with occasional shopping for supplies.
- Undertake some basic admin tasks including updating registers, database, image processing and filing etc.
- Taking photographs of classes and workshops.
- General duties as they arise.

### Time commitment

One term (3 months) 50 hrs. The volunteer would be able to put more time in if they wanted to.

### Location

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](http://www.brighton.ac.uk/careers/resources)

## Shapeshifter Productions: Befriending Volunteer

### Organisation details

Shapeshifter Productions is a performing arts charity based in Waltham Forest and Brighton. The object is to advance the arts for the public benefit by the promotion in particular, but not exclusively, of the arts of drama and music. Our activities are primarily funding dependent, focusing on delivering original, high quality projects that actively engage local communities while enhancing confidence, wellbeing, self esteem and reducing isolation.

#### Current work:

The Smiling Sessions: participatory, high quality singing experiences for the elderly (8 years)

Strung Out: community adult violin evening classes (8 years)

We also produce one-off community engagement projects

### The role

Shapeshifter Productions is looking for Befriending Volunteers to support their signature participatory singing project for senior citizens, The Smiling Sessions. This is an excellent role for someone who is interested in the benefits of singing and well-being. They must enjoy interacting with elderly people. Musical expertise is not necessary!

#### What the role will involve:

- Encouraging residents to attend the sessions
- Handing out song books and helping participants to engage and sing from the songbooks
- Interacting with elderly residents so they participate during the sessions (singing, clapping, dancing, etc)
- Keeping attendance registers and monitoring the response of each participant to measure the impact of the work.
- Writing feedback after each session, with your observations.

### Time commitment

We ask for a commitment of 2h a week for at least 3 fortnightly sessions in Brighton. We can reimburse travel expenses. The sessions take part on Wednesdays from 11.15am to 12.30pm and 2.15pm to 3.30pm. We offer experience in Evaluation and Monitoring of community projects and an opportunity to develop your confidence.

### Location

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](http://www.brighton.ac.uk/careers/resources)

## Spiral Sussex (Media Centre): Participant Support Worker

### Organisation details

Spiral runs a Media centre for the development of skills for adults with learning difficulties. The sessions run from Monday to Friday. The Media centre enables our participants to make radio shows, films, music and a range of related skills.

### The role

The role involves supporting adults with learning difficulties to take part in producing radio shows and plays, making films, (often using green screen), making music, learning how to use a wide variety of equipment.

Preferable to have a knowledge of learning difficulties, and also helpful, but not essential to have an interest in some aspects of media or creative arts.

This is an excellent opportunity to gain experience of working with adults with a broad cross-section of learning difficulties and disabilities in a very creative and lively environment.

### Time commitment

Half a day per week for a minimum of three months.

### Location

Bevendean, 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](http://www.brighton.ac.uk/careers/resources)