



**University of Brighton**

Active Student  
Volunteering Service



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

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

**Tel:** 01273 644145

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

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

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



## **University of Brighton**

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### **Audience Development Volunteer Placement ♦ Fabrica**

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

Fabrica, Brighton's Centre for Contemporary Art, is delighted offer specialist placements to motivated and proactive students interested in working at a vibrant contemporary art gallery in the heart of Brighton.

#### **The role**

The Audience Development Placement is for students who are interested in arts engagement and who are looking to develop their own professional skills. During this placement you will gain front-of-house and behind-the-scenes knowledge and experience in: administration, recruitment, volunteer management, events organisation, education, participation, fundraising, data collation, audience development and marketing.

The successful candidate will spend 3 months with the Office Manager to gain an overall understanding of the organisation and develop their own admin skills, followed by 9 months with the Audience Development Manager to develop our programme of events and projects to attract new audiences.

#### **Time commitment**

12-month placement, March 2019 – February 2020: starting week commencing 4 March 2019. One day per week.

#### **Training**

Our experienced staff provide a supportive and friendly environment to learn the professional skills necessary to work successfully in the arts. Your supervisor will meet with you regularly to check your placement progression and learning outcomes.

#### **Location**

Central Brighton.



## University of Brighton

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### Gallery and Stewarding Volunteer ♦ Charleston Trust

#### The organisation/project

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

#### The role

Gallery invigilation:

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

House hall stewarding:

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

#### Time commitment

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

#### Training

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

#### Location

Firle, Lewes, BN8 6LL.



## University of Brighton

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### Garden Volunteer ♦ Charleston Trust

#### The organisation/project

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

#### The role

Working under the direction of Charleston's Head Gardener:

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

#### Time commitment

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

#### Training

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

#### Location

Firle, Lewes, BN8 6LL.



## University of Brighton

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Active Student  
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### Learning Volunteer ♦ Charleston Trust

#### The organisation/project

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

#### The role

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

#### Time commitment

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

#### Training

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

#### Location

Firle, Lewes, BN8 6LL.



## **University of Brighton**

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### **Volunteer Museum Mentors Assistant ♦ Royal Pavilion & Museums**

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

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

#### **The role**

We are currently looking for volunteers to support the Museum Mentors Drop-in sessions. Museum Mentors is a group for adults with critical social care need that meets at the Museum twice a week and uses the museum collections for inspiration in producing a range of art works. The group also get involved in co-producing displays and exhibitions.

#### **Time commitment**

This can be a short or long term opportunity, with the minimum commitment being 3 months. Thursdays and/or Fridays. 1.45pm – 4:30pm.

#### **Training**

Full induction, support and supervision.

#### **Location**

Brighton seafront and the Keep in Moulsecoomb, East Brighton.



## **University of Brighton**

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### **Garden Greeter Volunteer ♦ Royal Pavilion & Museums**

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

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

#### **The role**

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

#### **Time commitment**

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

#### **Training**

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

#### **Location**

Central Brighton.



## **University of Brighton**

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

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

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

#### **The role**

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

#### **Time commitment**

2 hours per week, on Fridays.

#### **Training**

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

#### **Location**

Central Brighton.





## **University of Brighton**

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### **Photographic Archive Assistant ♦ West Pier Trust**

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

West Pier Trust (WPT) celebrates the history of the pier, manages its current responsibilities (e.g. as landlord of BAi360 and owner of the pier ruin) and plans for the future – its ambition is to build a new West Pier in due course. It is currently focussed on the restoration of an original pier kiosk, to be reinstated on the seafront as a Seaside Learning Centre. It is based in West Pier Centre which is open to the public for information, exhibitions, talks and sales.

#### **The role**

We are looking for someone to help us catalogue our extensive photographic archive. We also wish the person to research new sources of photographs eg at the Keep. The work will be based at West Pier Centre.

#### **Time commitment**

3 months minimum. Project hours flexible – to be mutually agreed between the organisation and volunteer.

#### **Training**

Basic training regarding the project, requirements and an induction.

#### **Location**

Brighton seafront and the Keep in Moulsecoomb, East Brighton.



## **University of Brighton**

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

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

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

#### **The role**

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

#### **Time commitment**

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

#### **Training**

Training provided upon induction, and during shifts.

#### **Location**

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



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

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

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

#### **The role**

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

#### **Time commitment**

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

#### **Training**

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

#### **Location**

Kemptown, Brighton.



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### **Engagement Officer – Creative, Media & Communications Volunteer ♦ Sport Brighton**

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

Parklife, Sport Brighton's social & recreational sport brand, allows University of Brighton students and staff a variety of flexible and affordable participation and workforce opportunities for a complete university experience.

#### **The role**

If you have a creative passion for photography or design, a love for all things social media, or fancy yourself a descriptive genius in journalism or blogging then these roles can be suited to your individual skill-set providing you the perfect voluntary outlet to build your experience and portfolio. Join the ever-growing fun and social Parklife team, apply your passion and make the most of your University experience.

#### **Time commitment**

We encourage officers to commit to their role for one whole academic year however this is flexible. Term-time only; flexible 1-4 hours per week.

#### **Training**

Parklife programme induction is provided.

#### **Location**

Based on campus at the University of Brighton.



**University of Brighton**

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## Story Mentor Volunteer ♦ Little Green Pig Writing Project

### **The organisation/project**

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

### **The role**

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

### **Time commitment**

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

### **Training**

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

### **Location**

Across Brighton and Hove.



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### Costume Store Assistant Volunteer ♦ Gladrags

#### The organisation/project

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

#### The role

Volunteers can combine aspects of this role to suit their interest and experience; they may want to combine with some of our other volunteer roles (workshop assistant; event worker; research worker); they may prefer to focus on just one aspect of this role. They can work in the store, from home, or combine the two.

- COSTUME HIRE
- COSTUME MAKING
- COSTUME CARE
- CATEGORISING/INVENTORY.

#### Time commitment

We are open Tuesday and Wednesday from 10am-3pm and Thursday from 10am-6pm, Saturdays 10am-1pm by arrangement only. It is of importance to us that volunteers are reliable and commit to agreed times. We ask for 4-6 hours weekly or fortnightly (3 hours as a minimum). Minimum 3 months, ideally longer.

#### Training

Support given to ensure the volunteer can carry out the task effectively. Access to general voluntary sector training that may be relevant to this role and according to a volunteer's existing skill level, confidence, and learning needs. Sewing skills training at all levels is offered to all volunteers

#### Location

Moulsecoomb, Brighton.



## **University of Brighton**

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### **Kids Class Assistant Volunteer ♦ Sew Fabulous**

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

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**

Prepare resources for the class (with guidance from teacher).  
Assist in the delivery of the class: 1.5 hours on a Monday, Tuesday, Wednesday or Thursday - 4-5.30pm.  
Tidy up and debrief.  
Update social media with photos from class.

#### **Time commitment**

3 months (1 school term) for 2.5-3 hours per week.

#### **Training**

Induction training – 2 hours.

#### **Location**

London Road, Brighton.



## **University of Brighton**

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### **Social Media, Promotion and Admin Volunteer ♦ Sew Fabulous**

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

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 Sew Fabulous with the promotion of classes.  
Design and manage some social media content.  
Some basic admin in the studio.

#### **Time commitment**

This role requires a minimum time commitment of 2.5-3 hours a week for 1 school term/3months. As with many organisations, volunteers are welcome to undertake more time if they wish to.

#### **Training**

Induction training – 1-2 hours prior to the role starting.

#### **Location**

London Road, Brighton.





## **University of Brighton**

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

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

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

#### **The role**

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

#### **Time commitment**

Flexible - days/times to be mutually agreed.

#### **Training**

Training and induction provided to all new volunteers before starting.

#### **Location**

Central Brighton.



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

**Tel:** 01273 644145

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

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

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

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