

Pallant House Gallery
Volunteer Opportunities



Our Volunteering Opportunities

What Volunteer Roles Do We Offer?

- 'Partners in Art' within our Community Programme
- Volunteer Guides
- Informal Learning and Schools Programme Volunteering
- Library and Collection (project based) Volunteering
- Gallery Assistants

These roles will suit people who...

Have an enthusiastic and friendly manner, enjoy meeting people and like being a part of a team who are keen to learn. Willing to commit and dedicate time to their role with us.

Partners in Art

What is 'Partners in Art'?

The Partners in Art initiative provides opportunities for people to access the art world on an equal footing, with a volunteer artist partner who shares their passion. The focus is on art, not people's disability or support needs, and for those involved it can be a life-changing opportunity.

Started in 2002, Partners in Art has supported over 300 people to explore their art interests. For many, this has led to feeling more confident, less isolated and provided the opportunity to develop an established creative practice.

Each partnership is different and as unique as the people in it, with Partners in Art meeting at the Gallery as well as out and about. Partnerships can last for as long as the partners like, with the majority staying together for three to four years.

How Does It Work?

A partnership consists of a Volunteer Partner and a Referral Partner.

A **Volunteer Partner** is someone interested in the arts or is a practising artist and wants to support someone else in their creativity.

A **Referral Partner** is someone interested in the arts, may be a practicing artist and requires additional support.

Both the Volunteer and the Partner have an interest in Pallant House Gallery.

How do you become a Partner in Art?

Potential Volunteer Partners need to complete an application form giving information on their interest in Partners in Art, art interests and skills, any experience of disability and time availability. They should also provide two references and be DBS checked.

Occasionally it is necessary to meet a potential Volunteer to clarify their understanding as to whether becoming a Partners in Art Volunteer is a suitable role for them.

From these meetings some people join the Partners in Art volunteer training to gain further understanding to help them decide if it's something they want to do. In a few cases some recognise they would benefit from having a volunteer themselves and become a Referral Partner instead. Others decide not to progress with their application and pursue other volunteer opportunities within the Gallery.

How to apply

For more information, please contact Lucy Padley, Community Programme Manager l.padley@pallant.org.uk

Gallery Guides

What is a Gallery Guide?

Our Gallery Guides play a crucial role in bringing to life the many stories of the Gallery, providing knowledgeable tours on topics related to our collection, our exhibitions and the history and architecture of the Gallery itself.

What does being a Guide involve?

Our Guides lead a range of public and private tours for groups. This role is for those who have a strong interest in art and a passion for sharing knowledge to enrich our visitors' experience.

Our Gallery Guides offer a varied programme of talks and tours, including:

- Free public - Artwork of the Month
- Paid for public tour – Highlights from the Collection
- Paid for public tour – Introduction to the Exhibition
- Group bookings: these can take the form of a tour, or for larger bookings, a talk given in Room 11. Some groups may specify particular areas of interest.

A rewarding part of the experience of being a guide is carrying out your own in-depth research into the Gallery's collections and exhibitions. The Gallery will support you to undertake independent learning in the following ways:

- Regular Guide meetings with Molly Lynch (Adult Learning Coordinator), Lydia Miller (Assistant Curator) and Miriam O'Connor Perks (Assistant Curator).
- Training and support: 1-2-1 meetings, presentation skills, and Buddy Scheme.
- Guide resources are kept in the library, including information on artists and artworks.
- Tour guidelines and presentations from Lydia Miller and Miriam O'Connor Perks.

- Use of the Library Collection.

How to apply

You can apply via the Gallery website: <https://pallant.org.uk/who-we-are/our-people/volunteer/>

Learning and Schools Programme Volunteers

What is a Learning Volunteer?

Learning and Schools Programme Volunteers support the Gallery's vibrant Learning and Public Programme team by assisting with workshops and events for a range of audiences, including children and young people, families, primary and secondary schools as well as our adult events and workshops.

Why be a Learning Volunteer?

- Interact with a variety of audiences
- A chance to encourage new visitors to make and learn about art
- Make friends with a community of over 200 volunteers
- Share your interest in art with others
- Gain experience and training within a gallery
- Be invited to private views of new exhibitions within the Gallery

What does it involve?

- Working as part of a lively and friendly team
- Having an enthusiasm for learning and working on creative projects with people of a range of ages and abilities.

- Assisting the public in an approachable and friendly manner
- Assisting our artist educators with children, family, adult and school workshops including preparation of materials and activities, welcoming participants, supporting them during their visit, packing away and cleaning the room (Studio) at the end of each session
- Assisting our Learning and Public Programme Team with one-off events such as Open Days, talks and Late events
- Helping to ensure safeguarding policies are adhered to
- Attending free training sessions such as disability awareness and safeguarding
- Showing a commitment to Pallant House Gallery's vision, mission and values and a way of working which demonstrates this

What do you need to wear or bring?

Our Learning Volunteers will need to be in comfortable clothes. On occasion you may be asked to wear clothing that you don't mind getting messy. We do ask all Volunteers to wear identification on Gallery lanyards.

How to apply

You can apply either online at <https://pallant.org.uk/who-we-are/our-people/volunteer/> or via the Welcome Desk — just ask for a Volunteer application form.

Please contact our Learning team for further information:

learning@pallant.org.uk

Library Volunteering

What is a Library Volunteer?

Library Volunteers help the part-time Librarian look after Pallant House Gallery Library and Archives, a research collection of nearly 20,000 books, as well as Artists' Files, and several important archive collections. They assist users of the Library and Archive with their enquiries and research. The Library and Archives are used extensively by the Gallery's Curatorial staff and Volunteer Guides, and are open to visitors to the Gallery, students, and researchers by appointment.

How does it work?

Library Volunteers work one day per week, with agreed day and hours, and are not expected to work during the weekends or on Bank Holidays.

Library Volunteer day-to-day tasks include:

- Meeting, greeting and welcoming people to the Library and Archives.
- Answering enquiries by email, phone or in person
- Assisting users in the Library
- Assisting Curatorial staff using the Library and Archives including recording any items they borrow
- Shelf tidying and keeping the Library and Archives in order.
- Assisting staff using the photocopier/scanner
- Recording statistics

In addition, Volunteers are assigned specific projects as needed, including book cataloguing, stock moves, and archive listing.

Occasionally, additional help on specific projects, including helping the Head of Collections, may be required for a fixed period.

How do you become a Library Volunteer?

We will be looking for the following skills and experience:

- A willingness to help and assist all users
- Good interpersonal skills
- Able to handle and move books and archive boxes
- Ability to use Microsoft Word and Excel at basic level
- Computer literacy and competence using online resources and email.

Also desirable is library and/or archive experience, and some experience of using databases and/or library information management systems.

How to apply

Vacancies for Library Volunteers will be advertised and circulated as required.

Applicants will be added to the Library Volunteer waiting list (please note we have many applicants for this role!) and you will be contacted by email and invited for interview when a vacancy comes up.

An induction programme and training on the Library Management System will be given as appropriate.

Please contact the Librarian, Jane Holt, j.holt@pallant.org.uk with any enquiries.

Find out more about the Library and Archives at: <https://pallant.org.uk/our-art/library-and-archive/>

Gallery Assistants

What is a Gallery Assistant?

Gallery Assistants have a vital role in Pallant House Gallery, whether that is by inspiring visitors, helping with wayfinding, or safeguarding the collections.

What's involved?

Key roles our Gallery Assistants provide:

- Providing a warm, friendly welcome to visitors within the Gallery space
- Being receptive to visitor questions and helping them find their way
- Being vigilant within the Gallery space to help prevent loss or damage
- Informing the Welcome Desk should an emergency arise using our hand-held radios
- Taking care to learn the fire safety features of the Gallery: the fire escapes, refuge points and alarm call points
- Helping to remind visitors of the Gallery's photography policy
- Committing to a regular volunteer slot with good faith that you will be able to keep to it, and if not, that you will inform the Gallery as soon as possible
- Attending free training sessions related to dementia awareness, deaf awareness and safe guarding.

How to apply

Applications for Gallery Assistants are done through our website on our 'Volunteer with us' page or by requesting a paper application from the Welcome Desk.

All enquiries go to our Visitor Services Supervisors at

volunteer@pallant.org.uk

How do you become a Gallery Assistant?

Once an application is made, one of our Visitor Services Supervisors will contact the applicant to arrange an informal interview at the Gallery.

If successful, our applicants will then receive induction training, an overview of our Fire Safety procedures and receive relevant Health & Safety Training. They will also receive a tour of our Gallery and given a brief overview of our collection and history as a charity.

Once a Gallery Assistant is fully trained they are ready to begin safeguarding our collection and working alongside other volunteers, they will also organise a preferred volunteering schedule with our Visitor Service Team.

Volunteer Buddy Scheme

The Buddy Scheme is designed to partner volunteers with visitors of the Gallery to enhance their experience as they walk around the space.

A Buddy walks around with the visitor(s) and provides general conversation as they view the artwork and spaces.

Specifics of the role include:

- To meet the visitor at the time agreed
- To provide an 'escorted visit' for the visitor
- To be friendly and welcoming
- To show the person around the Gallery and provide general conversation
- To offer assistance in navigating the space for example opening doors, finding Gallery seating and operating the lift if required
- To adhere to the Gallery's safeguarding policy
- To hold a current DBS check (this is carried out by the Gallery and is free of charge to the volunteer)
- To respect the privacy of the visitor, this includes not sharing information or photographs via social media.

Other information

- You will be given a 'walkie talkie' so that you can easily keep in contact with staff at the Welcome Desk.
- You do not need to know everything about the Gallery or the art works on display. You may like to borrow an exhibition book or use the Gallery guidebooks.
- You are not a carer or support worker – please be mindful of boundaries. If you are unsure, please ask a member of staff.
- Please do not accept money or gifts for this role. If the visitor is persistent in offering money you could suggest putting a donation in the boxes situated in the Gallery.
- Please do not arrange to meet up outside of the Gallery's Buddy arrangement. If this is an issue, please speak to Emily.
- Do not ask personal or probing questions. It is not appropriate to ask about someone's support needs, personal life or provide advice.
- In a fire emergency, please vacate the building immediately, you are not responsible for the visitor. If the visitor is unable to use the stairs you could show them the refuge points and notify staff/emergency services to their location.
- It is essential that if at any point during the volunteering session you feel unsure or concerned to notify the Welcome Desk.

How do you become a Volunteer Buddy?

Please contact our Visitor Services Supervisors who will provide more information and arrange an informal interview at volunteer@pallant.org.uk or on 01243 774557.