

**Volunteer Application Form**

Thank you for your interest in volunteering at Venture Arts. Please fill in the below, email this to us, and we will get back to you in due course.

|  |
| --- |
| **Contact details** |
| Name |  |
| PronounsFor example, he/ him / she / her / they / them |  |
| Address |  |
|  |
|  |
| Tel. No. |  |
| Mobile |  |
| Email |  |

|  |
| --- |
| **Where did you hear about Venture Arts?** |
| Google Search |  |
| Community Central Website |  |
| Facebook |  |
| Twitter |  |
| Other (Please specify) |  |

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| --- |
| **Why do you want to volunteer at Venture Arts?** |
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|  |  |
| --- | --- |
| Do you have any access requirements you would like us to be aware of?  |  |

**VOLUNTEERING ROLES:**

**Visual Arts Studio Session Assistant**

This role sees the commitment of volunteering in a regular weekly visual arts session. As a volunteer you are usually allocated one art session per week to assist in. We ask for a minimum commitment of **10 weekly sessions**.

Role:

* Assisting the Facilitators in visual arts sessions.
* Supporting people with learning disabilities to reach their potential, increasing creative skills, social skills, confidence and wellbeing.
* Accompany participants on field trips.
* Helping to clear up after studio sessions and encouraging participants to tidy up.

Please state your availability:

**Adult Workshops (ages 18+)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday  | Wednesday  | Thursday  | Friday  |
| Morning10am -12pm |  |  |  |  |  |
| Afternoon1pm – 3pm |  |  |  |  |  |

**Young Peoples workshops (ages 8-25)**

|  |  |  |
| --- | --- | --- |
|  | Wednesday  | Saturday  |
| Morning10am – 12:30pm | N/A |  |
| Afternoon 3:30pm - 6pm |  | N/A |

Please leave the sections blank above and move to number 2 if you are solely interested in applying for Opportunity 2.

**Non-studio based volunteering roles come up from time to time, if you would like to be considered for any of the below opportunities, please circle YES**

These are flexible and occasional roles. When expressing an interest in any of the roles above, you will be added to our list and contacted when a relevant opportunity arises. Any of the roles that involve a more regular commitment are stated in the details below.

|  |  |
| --- | --- |
| Volunteer Role | **Expression Of Interest****(Please provide any relevant information)** |
| Events and Exhibition Assistants / Social Events* Prepping artwork, exhibition spaces and display units.
* Installing exhibitions.
* Opening nights: -Taking photographs, serving refreshments, ushering.
* Assisting in events and festivals such as “Manchester Day” and “Hulme Is Where The Art Is”
* Assisting at our annual events such as Summer and Christmas party
 | YES/ NO |
| Artwork Editors* Editing artwork created by the Venture Arts artists for merchandise, marketing materials, exhibitions and social media.
* Knowledge of editing and design software needed.
 | YES/ NO  |
| Fundraising Volunteers: * Participating in fundraising projects set up by Venture Arts (e.g The Great Manchester Run)
* Self-directed fundraising projects supported by Venture Arts (e.g, Supermarket Bag Packs, gigs and fashion shows.
 | YES/ NO |
| Admin Volunteers (Regular weekly Commitment) Roles include: -* Merchandise Stock check
* Merchandise listing on Big Cartel
* Order’s packaging and posting
* Merchandise spreadsheet updating
* Shredding, filing, organising folders.
* COSHH inventory
* Cupboards tidying
 | YES /NO |
| **Social Media Volunteer (Regular weekly commitment)*** Assist in content production for our social media platforms.
* Essential: Good writing skills
* Essential: Good understanding of social media
* Desirable: Video skills
 | YES/ NO |

**REFERENCE DETAILS**

We require two references before we can accept volunteers at Venture Arts. Where possible please provide one professional reference (e.g., tutor, work colleague) and one character reference (e.g., friend, house mate but not a family member). Please also provide an email address. All information will be treated in confidence.

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| --- |
| **REFEREE 1** |
| Full Name |  |
| Organisation and position |  |
| Relationship to you |  |
| Address |  |
|  |  |
|  |  |
| Email |  |
| Tel. No.  |  |

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| --- |
| **REFEREE 2** |
| Full Name |  |
| Organisation and position |  |
| Relationship to you |  |
| Address |  |
|  |  |
|  |  |
| Email |  |
| Tel. No.  |  |

**DBS (Disclosure and Barring Service)**

All our staff and volunteers are DBS checked. Venture Arts processes these checks with individuals. Please complete the details below.

|  |  |
| --- | --- |
| **DBS Information**  |  **Please select**  |
| Do you have any previous criminal convictions or cases pending? | Yes /No |
| Are you willing to undertake an enhanced DBS check with us if you are offered a voluntary position? | Yes/No |

|  |  |
| --- | --- |
| **Signed (please sign to confirm the information on this form is correct)** |  |
| **Print your name** |  |
| **Date** |  |

**Please email a copy of the completed application form to louisa@venturearts.org Or post to Louisa Hammond, Venture Arts, 43 Old Birley Street, Hulme, M15 5RF**