

Volunteer Arts Worker Scheme

Please take a few moments to read this information before you apply to Artscope. It will give you some idea about how the Scheme works and how you can make a positive contribution to the arts organisation.

Background

Artscope has successfully, since its inauguration in 1997, provided visual arts opportunities for artists with learning and physical disabilities.

Artscope is currently based at 2 sites:

Art Studio - South Tottenham, North London
Art Studio – Clerkenwell, Central London

Plus a number of projects based at other sites within the community

The Volunteer Arts Worker Scheme

This is an initiative to introduce Artscope and its participants to the expertise of people who will be working or studying within the field of the arts but have an interest in expanding their experience in this specific field.

We work with Volunteers in many different ways, and are always looking for new volunteers in all areas of our work. This includes direct work on our projects with Artists and other Arts Workers.

We hope that in return we can provide Volunteer Arts Workers with a valuable experience, a friendly and sociable environment to work in, and if appropriate, a reference for future employers. We also believe that we can provide a unique opportunity to enhance artistic practise.

Volunteers bring a broad variety of skills, life experiences and cultural backgrounds to Artscope, and we value the vital contribution that they make. It is a partnership based on reciprocity.

1. Volunteers are informally interviewed and recruited by the Arts Co-ordinator, who, through negotiation, will place Volunteers on projects, which are most suited to their skills and experience and to the needs of the organisation.

2. We ask Volunteers to submit:
 - Full **CV**.
 - **Application form**, which includes information about their experience to date and what sort of volunteering they are looking for. It is important that all those considering applying to join Artscope, to think carefully about their own aims and objectives for working in this field of the arts.
3. You will also be asked to submit a valid **CRB** (Criminal Records Bureau) Form. If you do not possess one, arrangements will be made for you to acquire one. This will involve a visit to Haringey's Personnel Department in Wood Green. Details will be provided.
4. We will pay travelling expenses to and from the project. This is usually a One-day Travelcard. We will also reimburse any out-pocket expenses that may be incurred.
5. Volunteers are insured under the Council's policy.
6. Volunteers are asked to work within the policies of Artscope and Haringey Council. These are included in a pack and can be discussed with the Arts Co-ordinator once a placement has been agreed upon.
7. Information about participants, volunteers and workers is confidential and we ask that Volunteers and Artscope staff treat it as such. This is to protect the privacy of individuals. Volunteers are asked not to speak to the press or any other media on matters which directly relate to Artscope, without first discussing it with the Arts Co-ordinator.
8. Volunteers are encouraged to become involved in the planning and evaluation of the projects. This will mean arriving **half an hour** early to help with preparations for a session and giving feedback to the project workers after the session.
9. Where appropriate, Volunteers will be invited to take part in training opportunities free of charge. Artscope will seek to provide opportunities for Volunteers to progress and take on more responsibilities if they so wish.
10. We ask that Volunteers let us know if they will be late, leaving early or away from a session.
11. Although most Volunteers stay with a project for a fixed term, we recognise that they may need to leave at short notice, and we therefore do not ask for a minimum commitment. We do ask that for the time Volunteers are with the project, they attend regularly to give the participants a sense of continuity and to allow Volunteers and participants to get to know each other!

Main Duties and Responsibilities

1. To support artists with disabilities in art activities that respond to their needs in a sensitive, safe and culturally appropriate manner. This will essentially be through practical based art workshops under the direction of visiting artists or staff at Artscope.
2. To ensure that work practise prioritises ordinary life and equality of opportunity.
3. In liaison with colleagues, to assist in the planning and organisation of activities, both within the Studio and in the community where necessary, which reflect the views and diversity of the artists.
4. To work closely with artists and other stakeholders to create and implement opportunities that will enable artists at Artscope to gain greater presence in the community.
5. To communicate clearly and effectively with artists at Artscope and other stakeholders.
6. To effectively contribute to planning meetings, assessments and discussions.