

Volunteering Opportunities at the Landmark Arts Centre

Ferry Road, Teddington,
Middlesex, TW11 9NN
Telephone: 020 8977 7558
www.landmarkartscentre.org
email: info@landmarkartscentre.org

Thank you for your interest in volunteering at the Landmark. Working in a friendly, professional environment, our volunteers do a wide range of tasks and play a vital role in helping our small team of paid staff deliver our busy programme of events and activities. As well as being a great way to support our work, it is also a great way to meet people and either learn new skills or maintain existing ones. We understand that people have different lifestyles that will affect the amount of time they can give, so we offer a range of opportunities, with some requiring a regular weekly or monthly commitment whilst others are more ad hoc.

This document gives you more information about the Landmark and the different volunteering opportunities currently on offer. If you decide you would like to apply to join our volunteer team, please complete the form and return it to colin@landmarkartscentre.org

We will then arrange to meet you to talk to you in more detail about what's involved. If you do join our team then we ask volunteers to commit to three trial sessions which will include induction training. We may also require a DBS check and/or references before you begin volunteering.

Volunteer Role Descriptions.

These role descriptions are intended to give you an idea of what each volunteer role entails, but the duties may vary from time to time, depending on the specific requirements of an event.

Administration Support.

There are a number of areas that volunteers can support our team in the office. Some of these roles are project specific and as such have a beginning and end, which may suit people who cannot offer a long-term commitment or are looking to volunteer between jobs, in university holidays etc. Others are ongoing which are suited to volunteers able to make a regular commitment.

For office based support, generally volunteering takes place Monday – Friday, morning or afternoon. Due to limited desk and computer space our office can normally only accommodate one volunteer at a time, so generally volunteers work for either an afternoon or a morning.

Shop Admin Support

Duties: To help with stock control for shop, product sourcing & general admin.
Commitment level: Fortnightly/monthly

Digitising Records

Duties: Sorting & digitising boxes of archival records about the LAC; old programmes, etc
Commitment level: Fortnightly/monthly, but this is an area of support with a beginning and an end.
Desirable Skills: Background in handling records e.g. library or archive would be ideal

Programming Support

Duties: Helping to draft contracts, liaise with agents over print & marketing materials, technical specs etc, research ideas

Commitment level: Fortnightly

Fairs & Visual Arts Support

Duties: Assisting our Visual Arts Curator with a wide range of tasks both leading up to and during a fair or exhibition, including mailing out leaflets, updating spreadsheets, greeting artists or exhibitors, helping to hang or label artwork for display.

Commitment level: Variable depending on time of year.

Essential Skills for admin support roles: Good computer skills including using Excel & Word; a methodical and accurate approach particularly with data entry tasks.

Desirable Skills: The ability to work in a busy environment.

Marketing & Publicity Support

If you have a background in publishing or marketing & PR then we are looking for volunteers to help in the following ways:

Landmark Times – editor

This is our quarterly newsletter which goes to our members and other supporters. The editor agrees the content with the Centre Manager and Chair of Trustees and is responsible for compiling the stories & pictures and setting them into Publisher (training will be given if required) ready for printing.

Commitment Level: Currently produced 3 times a year, could be done from home if preferred.

Essentials Skills: You will be confident in writing copy

Social Media

If you are proficient at uploading content for Facebook, Twitter, Insta, TickTok & YouTube then we need you! You will follow a protocol and house style for posting news and updates in collaboration with other members of our team based around our schedule of events.

Commitment Level: ideally weekly, could be done from home.

Essential/Desirable Skills: Able to use scheduling programmes, confident in tagging, resizing images etc

General Marketing

Designing & setting basic posters/flyers; organising distribution including physically trying to get them up in shops, libraries, anywhere!

When: Flexible, week days

Commitment Level: Flexible, according to level of events taking place.

Desirable Skills: Creative, design skills with an eye for detail.

Event & Exhibition Preparation – the Lift It & Shift It Gang

As a busy centre, we want to create a new team to support our staff with setting up and taking down equipment for concerts, exhibitions and other events. Our huge main space is extremely flexible and can be set up in a number of different ways, but that also means we frequently need to re-set equipment which takes time. For example, it can take three hours to correctly set up 329 numbered chairs in the right place or four days to set up all the stands for an art fair. With more help we can reduce changeover times.

When: Daytime Monday – Friday & occasionally weekends

Commitment Level: Ad hoc depending on our events programme. Some weeks we will have multiple events requiring several re-settings of equipment whilst other periods will be quieter.

Duties: This involves setting out chairs, staging units, tables etc for a concert; putting up exhibition display panels, tables, chairs, signage for exhibitions; setting up the bar area & generally making sure all equipment needed for an event is in place.

Desirable Skills: a degree of physical fitness and the ability to lift and carry chairs etc. Training in safe handling will be given and protective clothing supplied where appropriate (e.g. riggers' gloves).

Event & Exhibition Stewarding

Stewarding at events is an important role as it helps us ensure all our visitors have a good experience, gain valuable feedback and ensure we fulfill our legal obligations under the terms of our premises license. For example, at every concert we are required to have stewards positioned at each Fire Exit throughout the performance.

When: Monday – Sunday, occasionally daytime, but more normally evenings.

Commitment Level: Ad hoc depending on our events programme, but we need a minimum of 4 volunteers at every event open to the public so we ask volunteer stewards to commit to a minimum of 1 event every month.

Duties: Assisting Front of House & House Manager during events and exhibitions. Specifically includes: meeting & greeting audience/visitors & ensuring that they have an enjoyable visit; tearing tickets; showing audience members to their seats; carrying out marketing; selling merchandise; manning fire exits & assisting the evacuation of the building in an emergency.

Desirable Skills: Pleasant, helpful manner; able to stand for periods of time.

Café & Bar

The café and bar are important income generators for the Landmark and an efficient friendly service is delivered by our team at exhibitions, concerts and other events. The café is normally open for fairs and the bar during evening concerts and events.

The Bar at concerts is normally entirely run by volunteers under the direction of the House Manager. You will need to be aged 18 or over and attend a short training session on licensing laws to volunteer for the bar.

The Café at our fairs is run under concession by Enjoy Catering, who provide their own staff but are also grateful for volunteer help particularly around the busy lunchtime period. Volunteers also help by delivering lunches to exhibitors at fairs.

When: Bar - Monday – Sunday evenings, 3 – 4 hour shifts.
Café - Saturday & Sunday morning or afternoon, 2 - 3 hour shifts; plus occasional weekday times for specific events.

Commitment Level: Ad hoc depending on our events programme, but we need 3 bar volunteers at every event so we ask volunteer bar stewards to commit to a minimum of 1 event every month.

Duties: Taking money; serving food and drink; clearing tables; keeping café/bar area clean and tidy; collecting glasses at the end of an events.

Desirable Skills: Ability to remain calm during busy intervals; methodical approach; able to stand for periods of time; experience of cash handling.

Garden/Grounds Maintenance

Most of the grounds around the Landmark are the responsibility of the housing association, with whom we share the site. However, we are responsible for a large area known as 'The Woodland Garden' which fronts the Kingston and Ferry roads and also for the shrub & flower beds immediately against the building. All tools are provided.

When: Thursdays between 09.30 and 12.30, but other times are possible too.

Commitment Level: Weekly or fortnightly, depending on your availability.

Duties: Trimming the hedges, weeding, clearing away any litter, clearing the paths and re-mulching if required.

Desirable Skills: An interest in gardening & being outdoors.