



arts depot

The Department of Winter Crafting Conductor

Volunteer Pack



Introduction

Thank you for your interest in the Department of Winter Crafting Conductor volunteer role at artsdepot.

artsdepot strives to be an equal opportunities organisation. We are committed to having a workforce and volunteers that are representative of the community artsdepot serves and welcome notes of interest from all backgrounds and all sections of the community.

We look forward to hearing from you.

About artsdepot

artsdepot's vision is to be a creative home for everyone. Our mission is to reach all families in Barnet by 2027 and we do this through focusing on artsdepot as a destination, as a sector leader and our work across the borough. The Volunteering Department plays a key role in ensuring we fulfil our mission and vision.

artsdepot is a leading multi art form venue and cultural hub in North London. Our venue includes a 395 seat main theatre, 151 seat studio theatre, gallery, Creation Space, dance, drama and art studios, café and bar and other public spaces.

Every year, we welcome over 162,000 people to watch, learn or be inspired by our programme of shows and events.

We are host to undergraduate performing arts college London Studio Centre, who have a suite of studios and facilities both on and adjacent to our site.



This opportunity

artsdepot is looking for volunteers to support the smooth running of a winter crafting experience taking place in our gallery over the festive season. The Department of Winter is a fun 40 minute activity for everyone between the ages of 4 and 104, you can find out more about the experience here:

<https://www.artsdepot.co.uk/project/the-department-of-winter/>

An average session might involve helping to set up and reset the Department of Winter sessions, meeting and greeting participants, supporting them to get creative with the craft activities, helping people find their way around the building and letting them know about other things happening at artsdepot. The craft activities are snowflake and decoration making, wrapping paper printing, and games.

Volunteering at artsdepot

The Crafting Conductor volunteers will be based in the gallery on Level 2 and will rotate round the crafting stations. The gallery is accessible via stairs or lift. During the activity there will be a soundtrack played through speakers and stage lights will light up the space. The space might be busy and noisy at times.

artsdepot is accessible for wheelchair users throughout the building. There are accessible toilets. The nearest wheelchair-accessible underground station is Woodside Park, 0.7 miles from artsdepot. There are disabled parking bays in the Aldi carpark below artsdepot, connected to the venue via a lift. Because of our programme and resident dance college, the space can be busy and noisy at times. Guide dogs and assistance dogs are welcome. artsdepot is a Disability Confident Employer.

Role Description

Crafting Conductor for The Department of Winter Volunteering Department

Purpose of Role

Help ensure the smooth running of The Department of Winter crafting stations.

Reports to:

Finn Arschavir, Volunteer Manager
On-site Duty Manager

Skills you'll need

- Enthusiastic and friendly
- Motivated and reliable
- Welcoming to a variety of people from all backgrounds
- Willingness to get stuck into creative activities and spread the festive cheer

Benefits of volunteering include

- Receive a great volunteer experience including training and support
- Meeting new people and make friends and connections
- Refreshments while volunteering
- Free tickets to selected shows at artsdepot
- Discount on an artsdepot membership
- Recognition of your contribution of time and effort including a reference

Time commitment

A shift will last approximately 3 hours and we ask that you attend at least three shifts as well as a 2 hour training session to help you feel comfortable in the role.

We welcome everyone and respect it's not always possible to find the time to volunteer. Flexible volunteering can be discussed, please feel free to get in touch about this at volunteering@artsdepot.co.uk

Who can be a volunteer?

We welcome applications from everyone over the age of 18. We are looking for volunteers who can demonstrate the following qualities:

- Aligned with artsdepot's values
- Friendly and welcoming
- Creative and enthusiastic about arts and crafts

No experience is necessary as full training will be provided. Above all, we are looking for volunteers who are enthusiastic about the role and able to work with our close-knit team of staff and volunteers. You must have the right to volunteer in the UK to take part.

If you want experience helping out with children, families, and adults of all ages in a fun, creative environment then this is for you!

How to Apply

If you are interested in the role, please send us a note of interest with your name, email address and telephone number to:

volunteering@artsdepot.co.uk

Deadline

Please submit your note of interest by **10am** on **Sunday 24 November**.

The Next Steps

After you submit a note of interest, we will give you a call or an email to arrange a time for you to come in for a chat about the role during the week commencing Monday 25 November. This will take place at artsdepot, 5 Nether Street, Tally Ho Corner, North Finchley, N12 0GA.

If after this conversation we agree it's a good fit then we can take it from there and arrange an induction date. We are doing a run through on the afternoon of Monday 9 December – it would be good if you were able to attend this.

If you would like support with access requirements or an informal chat about the role please contact Finn by email at volunteering@artsdepot.co.uk or call **020 8369 5454**.

Equal Opportunities Commitment and Monitoring

artsdepot is committed to encouraging diversity and eliminating discrimination. Our aim is that our volunteer force will be truly representative of all sections of society and that each individual feels respected and able to give their best.

As part of our commitment to developing our volunteer force to be reflective of our communities we are particularly encouraging of notes of interest from individuals who are ethnically diverse, disabled, LGBTQI and from lower socio-economic backgrounds. artsdepot is a Disability Confident Employer.

Please enclose the completed monitoring questionnaire with your note of interest. When the notes of interest are received, the EO questionnaires are removed before any decision on shortlisting is made.



Photos are from artsdepot activities between 2018 and 2020 including: **TogetherFest** and **The Storytelling Igloo**, and performances including: **Ready Steady Lift Off** by A Line Art, **8 Minutes** by Alexander Whitley Dance Company, Bromance by Barely Methodical Troupe and **All Wrapped Up** by Oily Cart.

Photography by **Katie Burse, Suzi Corker, Becky Dann, Johan Persson, Andrew Twesigye**