



arts depot

**20th Anniversary
Project Co-Creators
Volunteer Pack**



Introduction

Thank you for your interest in the Co-Creators volunteer role at artsdepot. artsdepot strives to be an equal opportunities employer. We are committed to having a volunteer force that is 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.



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 **11:59pm** 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**.

Volunteering at artsdepot

The Co-Creator volunteers will likely be based in the Art Space which is on the third floor of the building and is accessible by stairs and lift.

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.

The role includes using a computer and communicating via phone and video calls, email, the office management app Teams and in person. It involves regular meetings.

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.

Access fund

We have an access and interpretation fund for individuals who need additional support in taking part. This could include a translator or BSL interpreter. If you wish to discuss access needs please get in touch

volunteering@artsdepot.co.uk



20th Anniversary Project Co-Creators Volunteering Department

Celebrating 20 years of artsdepot

This year artsdepot celebrates a significant milestone of 20 years as a creative home for everyone. Art centres like artsdepot are, now more than ever, vitally important so we're taking this opportunity to commemorate and showcase the organisation's achievements as a big thank you to everyone involved so far.

As part of our 20th anniversary celebrations, we are thrilled to invite anyone interested in artsdepot, its history and future, to co-create an exhibition together celebrating the legacy and impact of the organisation.

We want to tell the story of artsdepot, the ideas that shaped it, the challenges along the way, and the impact on our community. As part of our community we are looking for volunteers to help shape how we tell this story. As an artsdepot volunteer you will play a key part in the creation of this project with support from the artsdepot team.

The project

Volunteers will explore the period over a quarter of a century since artsdepot was first proposed, and ask what has made it thrive? Volunteers will uncover stories of its past, the social, economic and local community drivers that resulted in a new building at the heart of North Finchley. They will gather stories and perspectives from audiences, trustees, councillors, community members and others involved in artsdepot since its inception. Volunteers will then create a powerful, engaging and informative display with these stories with support and guidance from industry experts while developing their own skills and knowledge.

The resulting exhibition will be a testament to the creativity and community spirit that has driven artsdepot over the past two decades. This project is made possible with The National Lottery Heritage Fund, with thanks to National Lottery players.

20th Anniversary Project Co-Creators Volunteering Department

Purpose of Post

To take part in the co-creation of an exhibition celebrating and exploring artsdepot's history.

Reports to

Finn Arschavir, Volunteer Manager

Principal Responsibilities

- **Heritage researcher and storymakers:** interviewing, recording and collating material
- **Content editors, designers and placemakers:** interpretation and presentation of material
- **Tour guides and hosts:** engaging audiences with displays

Other Responsibilities

Advocating on behalf of artsdepot and raising awareness of our work

The volunteer programme

Volunteers will work together in an inclusive, consensus-led approach with artsdepot's core values at its heart:

- Inclusive - We reflect and actively speak to and involve our communities to make us accessible to the people of Barnet and beyond
- Creative – We value everyone's creative contribution on their own terms
- Collaborative – We listen, share and reflect, and try to help when we can
- Respectful – We treat each other with respect

With support from a heritage professional and the artsdepot team, volunteers will collate a range of materials for the exhibition. For example, this could include recording and interviewing stakeholders, archival research, writing and documenting the artsdepot building and activities. From this material, a narrative will be drawn out that will form a trail of 'moments' around the building. An exhibition plan will be developed and refined including the design of displays such as video, audio, text and objects as well as a marketing plan and guided tour. Once the exhibition is installed, volunteers will engage audiences with guided tours around the displays.

The overall result will be the result of what each individual volunteer brings to the group in terms of their skills, experience, interests and inspirations. We are excited to see where this journey takes us!

Who can be a volunteer?

We welcome notes of interest from everyone over the age of 18. We especially encourage local residents and those familiar with Barnet and artsdepot to apply. We are looking for volunteers who can demonstrate the following qualities:

- Aligned with artsdepot's values
- Enthusiastic and friendly
- Interested in artsdepot
- Committed to learning and sharing information

No experience is necessary as full training will be provided, but an interest in artsdepot's work and a passion for the arts is desirable. 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.

The 20th Anniversary Project Co-Creator volunteer roles are

- **Heritage researcher and storytakers:** interviewing, recording and collating material
- **Content editors, designers and placemakers:** interpretation and presentation of material
- **Tour guides and hosts:** engaging audiences with displays

Volunteers may shift between roles or take on more than one throughout the duration of the project. If you have other ideas about how you want to contribute, or if you have your own story to share about artsdepot then please get in touch.

There will also be **alternative opportunities to volunteer** outside of this project including roles such as:

- Matinee Lunch Club Host and Befriender
- Meet and Greet Host
- Family Programme Activator
- Workshop Support
- Club Leader for chess, board games, books, etc

The benefits of volunteering on this project include

- An excellent volunteer experience with full support from artsdepot staff
- Gain new skills, experience and training from experts in the arts, creative industries and cultural heritage sector including everything needed to curate, design and launch an exhibition
- Learn more about the political, cultural and social history of Barnet
- Be part of a wider organisation and learn more about how cultural organisations work
- Meet and connect with new people, make new friends
- Recognition of your contribution of time and effort including a reference
- Refreshments while volunteering
- Free tickets to selected performances
- Discount on an artsdepot membership

Time commitment

We welcome anyone but respect it's not always possible to find the time to volunteer. The contribution of each volunteer will vary from role to role and person to person but for some volunteers it might be once a week while for others it could be a few hours a month. Flexible volunteering can be discussed, feel free to get in touch to discuss this.

We are hoping to retain a core cohort of volunteers from Autumn this year until the exhibition launches in the Autumn of next year.

Timeline

A rough timeline for the project which is subject to change looks like:

- Autumn 2024 - Volunteer recruitment and onboarding
- Winter 2024 – Training, project planning and opportunity to be involved in other artsdepot volunteering such as Department of Winter and Matinee Lunch Club
- Spring and Summer 2025 – Research, development and installation
- Autumn 2025 – Exhibition launches with volunteer-led guided tours
- Winter 2025 – Volunteer guided tours
- Spring 2026 – Exhibition closes

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**