

THE BIG DRAW

VOLUNTEERING

Contact: Electricians' Shop, Trinity Buoy Wharf, 64 Orchard Place, London, UK, E14 0JY
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Big Draw Festival 2019 Support Volunteer

Voluntary Role Description and Person Specification

Role Title:	'Festival Support Volunteer'
Hours/Days:	Flexible – To be agreed around volunteer's existing commitments. A commitment of 1 day per week would be expected.
Deadline for EOI's	Monday 29 April 2019
Temp / Perm:	This is a temporary voluntary position during the busy lead up to the annual Big Draw Festival from June – October 2019
Location:	This volunteer opportunity is primarily office based with the opportunity to represent The Big Draw at launches, exhibitions, fundraisers and events around the UK.
The Big Draw Office:	The Electrician's Shop, Trinity Buoy Wharf, London, E14 0JY
Supported by:	Director / Operations Manager and Festival Subscriptions Manager

This is a voluntary role but all travel expenses will be reimbursed.

Opportunity:

Interested in gaining experience in a small but busy creative charity – testing the waters to find out more about the different roles and functions an arts education charity encompasses? Then this volunteer opportunity might be for you!

The successful individual will be computer literate, able to work within a team as well as on their own initiative and work to deadlines. They will have a desire for gaining experience in the cultural and/or education sectors with a view to progressing their career in this broad direction. The opportunity will suit someone who is eager to be in a fast-paced and dynamic team environment with involvement in multiple projects.

A) Anticipated role duties: (*but details/focus dependent upon individual volunteer)

- Support Event Logistics – Both 'on the ground' and in advance: Promotion, venue and artist liaison and set up / logistical
- Interviewing ambassadors and other key individuals – writing up features and blogs with support
- Research: into potential new festival organisers both nationally and internationally
- Social media output support and digital marketing – eg helping with preparation of E-newsletters
- Research for stories and content around visual literacy and drawing
- Overseeing 'Welcome Packs' for festival event organisers
- General office support – taking messages, helping manage diaries, office systems

Specification:

- Inquisitive, enjoy learning and embracing opportunities
 - Have good verbal and written & numerical skills
 - Have a professional, flexible and proactive attitude
 - Have a commitment to access and equal opportunities
 - As an charity and Festival with an international focus a second language would be advantageous
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Definition of a Big Draw Volunteer:

An individual who of their own volition chooses and offers to give some of their time to undertake tasks and activities to help The Big Draw achieve its aims. This arrangement is without fee payment or any expectation of fee payment and is equal, balanced and voluntary for both parties.

**Please see full Approach and Policy Statement on separate document.

Please note that any Volunteer Agreement does not constitute an employment contract or legal accord.

Expenses:

The Big Draw always endeavours to reimburse volunteers reasonable out-of-pocket expenses such as travel etc to enable the individual to access the volunteering. Amount details are decided based on assessment of the requirements of the charity, available budget and the volunteer's own needs.

To submit your EOI - Expression of Interest:

Interested in this volunteering opportunity? Please send your CV plus a brief covering letter outlining why you are interested in volunteering with The Big Draw – including your skills and what/how you think you would gain from the opportunity.

**Please remember to indicate (ie give consent) in your cover letter if you would like to remain on a list of volunteers to whom we regularly go to for different opportunities. If you don't do this – under GDPR we are restricted in contacting you with future opportunities which might be of interest.

You can sign up to The Big Draw's Newsletter or manage your preferences here: bit.ly/BigDrawBigNews

Please send your EOI in form of CV & cover letter to Kate Mason on kate@thebigdraw.org or post to:

C/O Kate Mason

The Big Draw HQ
Electrician's Shop,
Trinity Buoy Wharf,
64 Orchard Place,
London,
E14 0JY

Deadline for all submissions is noon on Mon 29 April