



Arc volunteer role description - Arc Centre Assistant

Role Title:	Arc Centre Assistant
An exciting opportunity to gain varied experience in an arts setting. Arc Centre Assistant support the day-to-day running of the Arc Centre – everything from creating gallery shop displays, serving tea and coffee to using the till, cleaning and welcoming our visitors.	
Where:	The Arc Centre and Gallery
When:	Flexible to your availability but generally one day per week – with opportunities to get involved with additional projects during evenings and weekends.
Duration:	Ongoing, with reviews every six months.
What will you be doing:	<ul style="list-style-type: none"> • Providing excellent customer service to our visitors. • Cleaning and tidying of shared spaces: toilet, art sink, offices and store room. • Assisting with setting up the gallery for exhibitions, sales and events as required. • Answering the phone, greeting visitors and dealing with queries. • Serving customers in our gallery shop and refreshment area. Processing sales and preparing hot drinks. • Keeping the gallery and refreshment area clean and tidy.
What will you gain:	<ul style="list-style-type: none"> • Varied work experience in an arts and health environment. You will have the chance to improve your customer service, cash handling, merchandising and team working skills. • The opportunity to get involved with lots of exciting projects, workshops and exhibitions. • Induction, training and support from Arc staff and any external training necessary for the role.
What will you offer:	<ul style="list-style-type: none"> • Enthusiasm and creativity! • Willingness to learn about Arc's programmes – Challenge, Outreach and Young People's Arc – and where to direct enquiries about them to. • Willingness to interact with all users of the Arc centre – participants, visitors and customers. • Willingness to undertake training in hygiene procedures and follow guidelines for working safely. • Willingness to work within Arc's policies and procedures.
Notes:	A DBS check is not required for this role.
Supervised by:	Leona Armstrong and Stacey Hill.