



Arc Volunteer Role Description

Role Title: Volunteer Arts and Media Assistant

This role involves visiting arts sessions and events, photographing, documenting, creating web content and sharing online what we are doing. The role is crucial because you will be helping to raise our profile locally and to connect with more customers, visitors, participants and organisations in Stockport, Cheshire and Manchester. Ultimately we hope to gain customer loyalty through our consistent brand, advocate voice, high quality events and promotion of them.

This will involve as little or as much time as you can offer. Full training and support will be provided, and many of these skills could transfer to employment or to your own arts business.

Where: Visiting Arc, outreach and YPA sessions, some digital tasks from home / Arc

When: 1 day's travel to sessions and to Arc + some home computer work

Duration: Ongoing

What will you be doing:

- Visiting Arc arts sessions
- Photographing artwork and workshops
- Sharing images and small amounts of text on Facebook and Instagram
- Creating visual content for social media (SM) & website
- Aims are to promote events and the work Arc does
- Promoting arts and wellbeing programmes / creative benefits generally
- Supporting artists to promote their work

What will you gain:

- Induction, training and on-going support from Arc staff
- Development of communication/writing skills, "online voice"
- Training for digital and technical skills
- Skills such as using SM, photography, video, graphic design, photo editing
- Marketing experience with an arts organisation
- Photographing arts sessions and events
- Experience working in arts for wellbeing

	<ul style="list-style-type: none"> • The opportunity to be an advocate and a voice for a charity, helping us to achieve our goals • Use your skills and experience to contribute to the success of Arc across Gtr Manchester • Experience of working with an arts and health organisation • Skills to add to your CV or put into practice • Knowledge and understanding of how health and social care services are planned, delivered and commissioned • Being part of a team and meeting new people • Increased confidence!
Who is this role suited to? What will you offer:	<ul style="list-style-type: none"> • Someone with a passion for or interest in the arts and wellbeing • Someone wanting to work in the arts or mental health sectors • Someone wanting to work in social media and/or marketing • Someone wanting to expand their digital, design, copy and web skills • Enthusiasm and creativity! • Interest in both the arts and wellbeing / mental health • A willingness to learn about Arc's programmes – Challenge, outreach and external fairs and events • Confidence to enter groups on your own and talk to participants • Some digital experience • A willingness to follow guidelines regarding health and safety, equal opportunities, boundaries and confidentiality
Notes:	A DBS check is not required for this role Two references are required for this role Proof of Identity is required for this role
Supervised by	Amy Whitehead amy@arc-centre.org & Lucie Fitzpatrick lucie@arc-centre.org
Role prepared by	Lucie Fitzpatrick
Role reviewed on	16/01/17
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