



Culture & Creativity Production Volunteer

1. The role

Purpose of Role	<p>Help support and facilitate the delivery of Merton’s Culture and Creativity National Portfolio Organisation programme funded by Arts Council England, being delivered across our seven libraries and Merton Arts Spaces.</p> <p>To assist with ensuring the smooth delivery and experience of events against production plans and the completion of essential audience surveys.</p>
Duties	<ul style="list-style-type: none"> • Provide on-site support during set up, event activity and set down of events as defined by the commissioned artist’s production requirements. • Ensure on-the-day and/or post-event audience surveys are completed and returned to provide essential reporting to funders. • Contribute to research and outreach to source artists and arts organisations to showcase their work in library settings. • Support libraries inventory checks to ensure library equipment used is returned correctly and is in working order.
Skills & Experience required / desired	<ul style="list-style-type: none"> • The ability to communicate effectively, verbally and in writing, with library staff, other volunteers and members of the public – inclusive of all ages, races, cultures and abilities. • The ability to cope with the duties and responsibilities of the post and the associated environment, including an understanding of health & safety. • Reliable with an excellent sense of timekeeping. • An awareness of how to handle sensitive data responsibly. • Excellent organisational skills and the ability to work without close supervision. • A general understanding of how the Library Service operates. • An interest and/or experience of working in the creative industries supporting artists and arts organisations in public funded events. • The ability to undertake manual handling tasks, with occasional heavy-lifting. • The ability to support with event documentation such as taking photographs and collecting verbal feedback.
Training available	<p>All volunteers are required to complete a brief induction and introduction to their library site and Library and Heritage Services. The London Borough of Merton provides a wide range of optional corporate learning opportunities including access to IT training. Volunteers for Library and Heritage Services will have full access to these learning opportunities</p>



	<p>provided that they are relevant to the duties they are expected to undertake. This will include a tour of the site covering all fire procedures and basic health and safety procedures. Dedicated equipment training will be provided where lighting rigs and sound equipment are demonstrated both in assembly and disassembly, and general use.</p>
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2. Why Volunteer with Merton Libraries and Heritage Services?

Benefits	<ul style="list-style-type: none"> • Work within a reputable organisation that offers a friendly and supportive environment where your efforts and ideas are valued. • Make a difference, benefiting your local community. • Build and develop valuable skills through your experience and training/learning opportunities. • Enhance the 'experience' section of your CV. • Receive recognition through a reference (given upon request after completing a minimum of 50 hours of volunteering) and celebration events.
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3. Time Commitment

Times when activity is programmed	Flexible to be agreed with supervisor (Events are usually 3-4 hours max, start to finish)
Commitment	Able to commit to supporting min of 4 events within 6 months

4. Location

Location	Varies: Across Merton Libraries and Merton Arts Spaces
Role supervisor	Culture & Creativity Officer



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