

## Volunteer Description ART ASSISTANT

*This role involves working alongside professional Arts Facilitators to support the delivery of arts courses for adults with mental health difficulties.  
The commitment for a project is 12 weeks.*

### ROLES AND RESPONSIBILITIES

#### ***Supporting the Artists:***

- Arrive early to help set up and clear away at the end of session (can include putting up and taking down tables and chairs).
- Making teas and coffees.
- Any practical help with art materials.

#### ***Supporting the Participants:***

- Help people feel at ease.
- If anyone needs additional support to get them going, be an encouragement (e.g. sit beside them, talk to them, do a piece of art with them).
- Gauging when to engage and when to stand back.
- Have an awareness of sensitive issues.
- To have a non judgemental attitude.
- Taking part in the art activity – especially after a demonstration, if people feel awkward about 'being the first one'.
- Respecting confidentiality.
- If people need time out, supporting them in this.

#### ***Communications:***

- You will meet with the Open Arts Manager before the project begins, then half way through the project, and again at the end of the project for support and supervision.
- Any concerns, enquiries or suggestions about the group can also be discussed with the Arts Facilitators.
- Projects last for 6 to 12 weeks, take place once a week with the same artists and group of people. Occasionally new people will join the group and will need extra support to help them settle in.

#### **Working for EPUT**

- All volunteers work for EPUT and we ask they respect the values and ethos of EPUT.
- Being a team player – you are there to support and be part of a team.
- Respect the expertise the experience of the Open Arts project, including taking instruction from the facilitators and project staff.
- Any matters about the Open Arts project to be discussed must be done after a session with the Arts Facilitators, or with the Open Arts Manager in supervision.

***EPUT - Working to improve lives***

[www.eput.nhs.uk](http://www.eput.nhs.uk)

# Open Arts

Registered Charity number 1053793

## Volunteer Description EXHIBITIONS/EVENTS ASSISTANT

*This role involves helping out at events and exhibitions, as and when they arise.*

### ***Roles and Responsibilities:***

- Helping to set and clear up exhibitions
- Invigilating art exhibitions
- Helping out at community arts events
- Handing out leaflets
- Working with professional artists

### ***Communications:***

- You will meet with the Open Arts Manager before the project begins, then again during the project for support and supervision. Supervision is to discuss any concerns, enquiries or suggestions about the project that you may have.

### **Working for EPUT**

- All volunteers work for EPUT and we ask they respect the values and ethos of EPUT
- Arts and Events Assistants are there to support the Open Arts project, and will work as part of the Open Arts Team under the management of the Open Arts Manager, and under the guidance of the Arts Facilitators
- Being a team player – you are there to support and be part of a team
- Respect the expertise the experience of the Open Arts programme, including taking instruction from the facilitators and project staff
- Any matters about the Open Arts project to be discussed must be done after a session with the Arts Facilitators, or with the Open Arts Manager.

***EPUT - Working to improve lives***

[www.eput.nhs.uk](http://www.eput.nhs.uk)

## Volunteer Description SUPPORT ARTIST

*This role involves working alongside professional Arts Facilitators to support the delivery of arts courses for adults with mental health difficulties.  
The commitment for a project is 12 weeks.*

### ROLES AND RESPONSIBILITIES

#### **Course Preparation:**

- Liaise and work with the Lead Artist in the planning and preparing of the weekly workshop sessions.
- Work with the Lead Artist to give creative demonstrations of an activity to the class.
- Support the Lead Artist in taking the class to a gallery exhibition.

#### **Supporting the Participants:**

- Help people feel at ease.
- If anyone needs additional support to get them going, be an encouragement (e.g. sit beside them, talk to them, do a piece of art with them).
- Gauging when to engage and when to stand back.
- Have an awareness of sensitive issues.
- To have a non judgemental attitude.
- Respecting confidentiality.
- If people need time out, supporting them in this.

#### **Communications:**

- You will meet with the Lead Artist before the creative course begins.
- You will meet with the Open Arts manager half way through the project, and again at the end of the project for support and supervision.
- Any concerns, enquiries or suggestions about the group can be discussed with the Open Arts manager or with your Artist colleague.
- Projects last for 6 to 12 weeks, take place once a week with the same Lead Artist a Support Artist and group of people. Occasionally new people will join the group and will need extra support to help them settle in.

#### **Working for EPUT**

- All volunteers work for EPUT and we ask they respect the values and ethos of EPUT.
- Being a team player – you are there to support and be part of a team.
- Respect the expertise, the experience of the Open Arts project, including taking instruction from the project staff.
- Any matters about the Open Arts project to be discussed must be done after a creative session with your Artist colleague, or with the Open Arts Manager in supervision.

*EPUT - Working to improve lives*

[www.eput.nhs.uk](http://www.eput.nhs.uk)

## Volunteer Description STUDIO ART ASSISTANT

*This role involves working alongside studio managers to support the delivery of studio placement for adults with mental health difficulties.*

### ROLES AND RESPONSIBILITIES

#### ***Supporting the Artists:***

- Support studio members to help set up and clear away at the end of session
- Making teas and coffees.
- Any practical help with art materials.

#### ***Supporting the Participants:***

- Help people feel at ease.
- If anyone needs additional support to get them going, be an encouragement (e.g. sit beside them, talk to them, do a piece of art with them).
- Gauging when to engage and when to stand back.
- Have an awareness of sensitive issues.
- To have a non judgemental attitude.
- Taking part in the art activity – especially after a demonstration, if people feel awkward about 'being the first one'.
- Respecting confidentiality.
- If people need time out, supporting them in this.

#### ***Communications:***

- You will meet with the Open Arts manager before the project begins, then at 6 weekly intervals for support and supervision.
- Any concerns, enquiries or suggestions about the group can also be discussed with the Studio manager.
- Placements last for up to 6 months and take place once a week with the same studio manager and group of people. Occasionally new people will join the group and will need extra support to help them settle in.

#### **Working for EPUT**

- All volunteers work for EPUT and we ask they respect the values and ethos of EPUT.
- Being a team player – you are there to support and be part of a team.
- Respect the expertise the experience of the Open Arts project, including taking instruction from the facilitators and project staff.
- Any matters about the Open Arts project to be discussed must be done after a session with the studio manager, or with the Open Arts Manager in supervision.

***EPUT - Working to improve lives***

[www.eput.nhs.uk](http://www.eput.nhs.uk)