

# Outline of Volunteer Roles

**Daytime events:** A team of volunteers is required to provide assistance at a wide range of daytime events including community events such as Tea Dances or classes, business conferences, childrens' events and workshops and a daytime arts programme including film screenings and art exhibition openings. Daytime event volunteers might be asked to fulfil a range of roles including ushering, selling tickets and merchandise, and serving teas, coffees and other light refreshments (any significant catering requirements will be covered separately). The majority of events happen in the afternoon between the hours of 1 & 5pm, with the occasional morning event.

**Evening events:** a team of volunteers is also required for the evening programme which includes arts events (music, theatre, comedy, film etc), events aimed at Young People such as Band Nights and for talks and receptions. The main volunteer roles are similar to those above, including ushering, selling tickets and merchandise, and helping to serve light refreshments as required (the bar will be covered by a separate team of volunteers and any significant catering requirements covered separately). The exact timings of evening volunteering will vary depending on the nature of the event, but will mainly be in the region of 2-3hrs between the hours of 6 & 11pm.

**Bar:** volunteers aged 18 and over are required to work in the bar and to serve drinks at receptions. This will mainly involve covering evening events as outlined above, but might also occasionally involve daytime or weekend receptions and events such as art exhibition openings where wine is served.

*All daytime and evening event and bar volunteers will be contacted once a month in advance to organise convenient slots, which may subsequently be rearranged or swapped as necessary.*

**Weekend Reception:** This is arguably the most varied and interesting of all volunteer roles and principally involves welcoming visitors to CatStrand and providing cover during weekend opening hours. Weekend Reception volunteers will also provide guided tours of the building, sell tickets and other merchandise, serve teas and coffees and respond to face to face and telephone queries. While this might seem like a wide range of responsibilities in reality the gradual flow of visitors means that there is a steady yet manageable workload. Weekend Reception volunteers will be asked to provide a regular weekend morning or afternoon once every four weeks according to a rota provided well in advance – slots may be swapped with others as necessary.

**Emergency backup:** We are preferably looking for people to volunteer on a regular basis in order to efficiently and effectively run CatStrand. However, we understand that some people have extremely busy lifestyles and might only feel able to provide emergency backup where we are unable to fill a slot or someone cancels.

**Volunteer placements / internships:** over the course of the next year CatStrand will be putting in place a range of longer term and more structured volunteer placements and internships. These might suit people looking (a) to gain work experience in the arts, (b) to develop certain skills, or (c) to help provide a first step back into employment for those who have been absent from work due to having a family, illness, or having been long term unemployed. Please contact CatStrand for more information about these schemes.

**Equal Opportunities, Child Protection and Access:** CatStrand is an equal opportunities organisation fully committed to enabling access to its events, activities and services to the widest number of people from all sections of society and preventing discrimination on equal opportunities grounds. Please indicate overleaf any special requirements you might have in fulfilling any of these volunteer positions and we will endeavour to meet these needs. We are also fully committed to Child Protection and will ensure that all children's events are suitably covered by staff / Directors screened under Disclosure Scotland as required by the Child