

Dance Woking Volunteer Pack 2019

Welcome!

Thank you for expressing an interest in becoming a volunteer with Dance Woking. This information pack will provide you with all the information you need to know about volunteering for Dance Woking.

Dance Woking manages various dance events throughout the year, both indoors and out and we couldn't do it without the help and support of our volunteers filling a variety of roles. This booklet should help to make clear the opportunities we are able to offer, and help you decide which you would most like to do. Once you've familiarised yourself with what's on offer, you can share your preferences with us on the 'Volunteer Roles' section of the application form and we will try our best to accommodate your choices where we can. All roles will encompass being an advocate of Dance Woking. Whilst the different roles outlined within this pack each have their own needs and specifications, we do ask that all Dance Woking volunteers possess the following:

- A positive and enthusiastic attitude
- Good communication skills, with an approachable and friendly nature
- The ability to work as part of a team as well as using your own initiative
- To be comfortable with the unpredictable and respond well to the unexpected
- A good knowledge of Woking
- Willingness to learn
- Excellent knowledge of the programme (assisted by Dance Woking briefings)
- Commitment to and flexibility with shifts
- A willingness to support Dance Woking's commitment to Equal Opportunities
- A passion for the arts
- To be responsible, reliable and punctual

In return, our aim is to provide the best possible experience for each of our volunteers. Although we will try, we cannot guarantee you will always get the roles you would prefer; and all volunteers will be required to perform an element of Event Stewarding. Whichever roles you wish to apply for, do remember that working with people can be unpredictable and you may end up doing something that you didn't quite expect, but enjoy all the same!

As well as the activities programme we are also looking for general support in preparation for events, this work will be office based, if you are interested in supporting us in regular volunteering please contact Theresa James:

theresa@dancewoking.com as we would be interested to hear from you

To become a Dance Woking volunteer, please complete and return the Volunteer Registration Form below. More information about our volunteer roles can be found further in this pack detailed in **Appendix 1 & 2**.

For more information please contact me, Theresa James by email at theresa@dancewoking.com

I look forward to hearing from you!

Best wishes,
Theresa James, *Administrator*
www.dancewoking.com

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Appendix 1

1. About Dance Woking
2. Why Volunteer?
3. Expectations
4. What we expect of our volunteers
5. What you can expect from us
6. Spring & Summer Shorts 2019 – Schedule of Activity

Appendix 2 – Application Form

Appendix 3 - Volunteer Roles in detail include:

- a. Event Steward
- b. Dancer
- c. Dance Assistant
- d. Front of House
- e. Artist Liaison Officer
- f. Backstage Assistant
- g. Team Leader
- h. Stage Manager
- i. Light & Sound Technician
- j. Marketing Assistant

Appendix 1

1. About Dance Woking

Established in 1995, Dance Woking is an innovative dance organisation which provides high quality opportunities to watch, perform and take part in dance, providing new experiences that inspire artists, audiences, participants and communities. Dance Woking champions and celebrates dance as a socially and culturally relevant force through an annual programme of events that resonate with our audiences. Dance Woking is an outstanding contributor to the arts, culture and sport in Woking and the South East of England, with a regional and national reputation in its support and development of dance.

Dance Woking presents three seasons of dance every year featuring national, regional and local artists, bespoke commissions and premieres of new dance in Spring, Summer and Winter. Dance Woking provides local people with opportunities to engage in creative learning and participation projects.

2. Why Volunteer?

There are lots of varied reasons why individuals choose to volunteer. For many it not only provides them with an opportunity to give back to the community but allows them to develop new skills and knowledge in an area that interests them. Volunteering with Dance Woking will not only provide individuals with a challenge but the experience will be extremely rewarding.

Here are just some of the benefits associated with volunteering for Dance Woking:

- Indirectly or directly give back to Dance Woking
- Make a difference to the lives of Woking residents
- Feel valued and part of a team

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Dance Woking

Pearl Assurance House, 28 High Street

Woking, Surrey GU21 6BW

+44 (0) 1483 495 460 | www.dancewoking.com

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- An escape from work and busy lifestyles
- Develop confidence and self-esteem
- Gain and enhance skills, knowledge and experience
- Enhance CV
- Improve employment prospects
- Meet new people/develop friendships

3. What we expect of our volunteers

- Be reliable and punctual
- Undertake volunteer roles according to Dance Woking policies
- Participate positively within the team
- Be willing to accept direction from Dance Woking staff members
- Follow Dance Woking's guidelines for privacy, confidentiality, access and equality
- Carry out duties in a non-judgmental manner
- Undertake training and evaluation as required
- Be honest
- Keep Dance Woking advised of a change to your address and contact details
- Inform Dance Woking of any pre-existing medical condition or special needs
- Report any injury immediately
- Agree to work in a safe manner and not jeopardise the health and safety of others

4. What you can expect from us

- A warm welcome into the Dance Woking Team
- Provide you with the necessary tools and training needed to carry out your role successfully
- Provide you with a role that not only interests but also excites you
- Provide you with information of exact locations and timings
- Provide you with feedback on the event
- Help you to learn/develop skills and knowledge. Please do let us know if there are any skills that you specifically want to develop whilst volunteering with Dance Woking

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5. Spring & Summer Shorts 2019 - Schedule of Activity

Date	Activity	Roles Available	Venue
Spring Shorts 2019			
Monday 18 March	<i>Boys Only Dance Platform</i>	Front of House Event Steward Backstage Assistant Stage Manager Light & Sound Technician	Rhoda McGaw Theatre, Woking
Tuesday 19 March	Introducing Platform	Event Steward Front of House	Rhoda McGaw Theatre, Woking
Thursday 21 March	<i>Alexander Whitley Dance Company</i>	Event Steward Front of House	Rhoda McGaw Theatre, Woking
Saturday 23 March	<i>Woking SLAM</i>	Front of House Event Steward Backstage Assistant Stage Manager Light & Sound Technician	Rhoda McGaw Theatre, Woking
Wednesday 3 April	<i>Strictly Tea Dance – afternoon tea dance</i>	Dance Assistants Event Steward	HG Wells Conference & Events Centre, Woking

Summer Shorts 2019			
Wednesday 12 June	<i>Strictly Tea Dance – afternoon tea dance</i>	Dance Assistants Event Steward	HG Wells Conference & Events Centre, Woking
Saturday 22 June	<i>Encounters 2019</i>	Team Leader Event Steward Dance Assistant Marketing Assistant	Jubilee Square, Woking
Saturday 6 July	<i>Party in the Park 2019</i>	Event Steward Dance Assistant Artist Liaison Officer Team Leader Marketing Assistant	Woking Park

As well as the activities programme we are also looking for general support in preparation for events, this work will be office based, if you are interested in supporting us in regular volunteering please contact Theresa James: theresa@dancewoking.com as we would be interested to hear from you.

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Appendix 2 - Application Form:

Dance Woking will treat all information given below as strictly confidential.

Name:	
Email:	
Address:	
Telephone:	
Age:	
Occupation:	

Please tick all roles that you would be interested in volunteering in:

- Artist Liaison Officer
- Backstage Assistant
- Dancer
- Dance Assistant
- Event Steward
- Front of House
- Light & Sound Technician
- Stage Manager
- Team Leader

Please tell us a bit about why these / this role interests you?

What special or relevant interests do you have?

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Do you have any disabilities or health problems that may affect your voluntary work or for which you may need special equipment? Please note that a disability or health problem does not exclude you from volunteering with Dance Woking. Applications from people with disabilities are welcomed. Please use a separate sheet if necessary.

Y N

If yes please provide more detail:

Do you have any convictions that prohibit you from working in the volunteering role for which you are applying? Please note that a previous conviction may not exclude you from volunteering with us. Please use a separate sheet if necessary.

Y N

If yes please provide more detail:

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Availability:

Date	Event	Time	Venue	Available?
Monday 18 March	<i>Boys Only Dance Platform</i>	All day or evening (depending on role)	Rhoda McGaw Theatre, Woking	<input type="checkbox"/>
Tuesday 19 March	Introducing Platform	Evening	Rhoda McGaw Theatre, Woking	<input type="checkbox"/>
Thursday 21 March	<i>Alexander Whitley Dance Company</i>	Evening	Rhoda McGaw Theatre, Woking	<input type="checkbox"/>
Saturday 23 March	<i>Woking SLAM</i>	All day or evening (depending on role)	Rhoda McGaw Theatre, Woking	<input type="checkbox"/>
Wednesday 3 April	<i>Strictly Tea Dance – afternoon tea dance</i>	Day Time	HG Wells Conference & Events Centre, Woking	<input type="checkbox"/>
Wednesday 12 June	<i>Strictly Tea Dance – afternoon tea dance</i>	Day Time	HG Wells Conference & Events Centre, Woking	<input type="checkbox"/>
Saturday 22 June	<i>Encounters 2019</i>	Day Time	Jubilee Square, Woking	<input type="checkbox"/>
Saturday 6 July	<i>Party in the Park 2019</i>	Day Time	Woking Park	<input type="checkbox"/>

**Please note for Encounters and Party in the Park there will be a briefing session in which attendance is compulsory. This usually takes place the morning before the event.*

Signed: _____ Date: _____

Please return to Theresa James at: theresa@dancewoking.com or post to:

Dance Woking, Pearl Assurance House, 28 High Street, Woking, GU21 6BW.

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Appendix 3

Volunteer Roles - Descriptions

Role Title:	a. Event Steward
Duties:	<input type="checkbox"/> To help set up the space and equipment ready for the event <input type="checkbox"/> To be an information point for the public/artists/dancers <input type="checkbox"/> To assist in the smooth running of the event <input type="checkbox"/> To inform the Line Manager of any problems or incidents <input type="checkbox"/> To act as an ambassador for Dance Woking <input type="checkbox"/> To hand out promotional literature including programmes <input type="checkbox"/> To help with the documenting on the event including photos/videos/vox pops <input type="checkbox"/> To collect feedback and evaluation data <input type="checkbox"/> To welcome artists/dancers and sign them in <input type="checkbox"/> To encourage audience members to participate in workshops/watch performances. <input type="checkbox"/> Other reasonable tasks at the request of the Team Leader
Skills and Experience:	<input type="checkbox"/> Good timekeeping <input type="checkbox"/> Reliable <input type="checkbox"/> Comfortable talking to people <input type="checkbox"/> Team worker <input type="checkbox"/> Good communicator

Role Title:	b. Dancer
Duties:	<input type="checkbox"/> To actively participate in the dance workshop, learn the movement and encourage others to join in and take part <input type="checkbox"/> To support the participants with the learning of movement <input type="checkbox"/> To inform the Team Leader of any problems or incidents <input type="checkbox"/> To act as an ambassador for Dance Woking <input type="checkbox"/> To collect feedback and evaluation data <input type="checkbox"/> Other reasonable tasks at the request of the Team Leader
Skills and Experience:	<input type="checkbox"/> Reliable <input type="checkbox"/> Dance experience <input type="checkbox"/> Interpersonal skills <input type="checkbox"/> Team worker

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Role Title:	c. Dance Assistant
Duties:	<input type="checkbox"/> To assist the company/dance artist leading the project <input type="checkbox"/> To support the dancers with the learning of movement <input type="checkbox"/> To supervise the group in the absence of the dance artists (please note that under no circumstances should the group be left unsupervised, this includes trips to the toilet for ages 7-11) <input type="checkbox"/> To inform the Team Leader of any problems or incidents <input type="checkbox"/> To act as an ambassador for Dance Woking <input type="checkbox"/> To collect feedback and evaluation data <input type="checkbox"/> Other reasonable tasks at the request of the Team Leader
Skills and Experience:	<input type="checkbox"/> Reliable <input type="checkbox"/> Dance experience <input type="checkbox"/> Interpersonal skills <input type="checkbox"/> Team worker <input type="checkbox"/> DBS Check

Role Title:	d. Front of House
Duties:	<input type="checkbox"/> To distribute pre-paid tickets to audience members <input type="checkbox"/> To direct audience members to auditorium <input type="checkbox"/> To assist in set-up of Front of House areas <input type="checkbox"/> To have a clear understanding of the programme <input type="checkbox"/> Gathering of audience data <input type="checkbox"/> To act as point of contact to audience members, assisting any queries, problems or questions they have relating to the performance <input type="checkbox"/> To supervise any access requirements of audience members
Skills and Experience:	<input type="checkbox"/> Reliable <input type="checkbox"/> Comfortable talking to people <input type="checkbox"/> Team worker <input type="checkbox"/> Good communicator

Role Title:	e. Artist Liaison Officer
Duties:	<input type="checkbox"/> To welcome artists/dancers of professional dance companies and sign them in <input type="checkbox"/> To provide the group with logistical information when they arrive on site <input type="checkbox"/> To act as the company's main contact for the duration of their visit <input type="checkbox"/> To act as an ambassador for Dance Woking <input type="checkbox"/> To inform the Team Leader of any problems or incidents
Skills and Experience:	<input type="checkbox"/> Good timekeeping <input type="checkbox"/> Comfortable talking to people <input type="checkbox"/> Team worker <input type="checkbox"/> Good communicator <input type="checkbox"/> Professional attitude <input type="checkbox"/> Reliable

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Role Title:	f. Backstage Assistant
Duties:	<input type="checkbox"/> To support the person at the sign-in desk in during technical runs in getting groups to the stage on time <input type="checkbox"/> To either hold groups in backstage holding area prior to their technical run or take groups to seats to wait for their time slot <input type="checkbox"/> To support the Stage Manager during the show in getting groups to the stage on time <input type="checkbox"/> To ensure the doors are kept closed <input type="checkbox"/> To make sure dancers stand well back in the wings <input type="checkbox"/> To make sure everyone in the wings and those waiting to go on stage are quiet
Skills and Experience:	<input type="checkbox"/> Interpersonal skills <input type="checkbox"/> Team worker <input type="checkbox"/> Communication skills <input type="checkbox"/> Ability to work under pressure and on own initiative

Role Title:	g. Team Leader
Duties:	<input type="checkbox"/> To be familiar with Dance Woking's presence at Party in the Park <input type="checkbox"/> To oversee team schedule and manage meal breaks between team members <input type="checkbox"/> To act as a contact for team members <input type="checkbox"/> To provide extra support to team members where required <input type="checkbox"/> To inform the Dance Woking management team of any problems or incidents <input type="checkbox"/> To assist in the smooth running of the event <input type="checkbox"/> To act as an ambassador for Dance Woking
Skills and Experience:	<input type="checkbox"/> Good communicator <input type="checkbox"/> Good timekeeping <input type="checkbox"/> Team worker <input type="checkbox"/> Previous experience of supervising a team is desirable but by no means essential <input type="checkbox"/> Problem solving

Role Title:	h. Stage Manager
Duties:	<input type="checkbox"/> To take on the role of Stage Manger for a specific event <input type="checkbox"/> To liase with performers, FOH staff, technician and project manager and to manage the performance / event in terms of its smooth running <input type="checkbox"/> To inform the Dance Woking management team of any problems or incidents <input type="checkbox"/> To assist in the smooth running of the event <input type="checkbox"/> To act as an ambassador for Dance Woking
Skills and Experience:	<input type="checkbox"/> Good communicator <input type="checkbox"/> Good timekeeping <input type="checkbox"/> Team worker <input type="checkbox"/> Team Leader <input type="checkbox"/> Previous experience of stage production is desirable <input type="checkbox"/> Problem solving

Role Title:	i. Light & Sound technician
Duties:	<input type="checkbox"/> To take on the role of Light & Sound Technician for a specific event <input type="checkbox"/> To familiarise yourself with the sound / lighting deck at the venue <input type="checkbox"/> To be responsile for each peice's technical requirements and liase with the stage manager to rehearse in the technical rehearsal <input type="checkbox"/> To inform the Dance Woking management team of any problems or incidents <input type="checkbox"/> To assist in the smooth running of the event <input type="checkbox"/> To act as an ambassador for Dance Woking
Skills and Experience:	<input type="checkbox"/> Good communicator <input type="checkbox"/> Good timekeeping <input type="checkbox"/> Team worker <input type="checkbox"/> Previous experience of stage production is desirable <input type="checkbox"/> Problem solving

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Role Title:	j. Marketing Assistant
Duties:	<ul style="list-style-type: none"> <input type="checkbox"/> Website support: To keep DW website updated by for example: Adding competition details Adding participation & taster sessions Adding links for educators Adding details of past projects Adding and updating the photo gallery Develop and maintain the website to facilitate both an information hub/archive and as a live communication tool Adding links to external websites Adding where appropriate video/audio Linking to and updating social networking pages Supporting diary features, blogs/feedback forms Add DW events to other free listing websites <input type="checkbox"/> PR and Media Maintain links with local and national media Press log, cut out and keep copies of media releases and published material
Skills and Experience:	<ul style="list-style-type: none"> • An interest in data research and websites • Confident computer ability ideally the use of MAC, Excel & Word • A commitment to equal opportunities • Good administration and time management skills • Good interpersonal skills and the ability to work as a team member and on own • Good written and communication skills

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