

## Dance Woking Volunteer Pack 2022

### 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 opportunities with Dance Woking. Dance Woking activities have been impacted by Covid19 and this pack contains information pre-Covid19. If you are interested in volunteering for us we would encourage you to make contact via the 'Contact Us' tab detailing the areas of interest. We will keep you informed as opportunities arise.

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 us: [ellie@dancewokingltd.onmicrosoft.com](mailto:ellie@dancewokingltd.onmicrosoft.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 us via our website: <https://www.dancewoking.com/contact/> We look forward to hearing from you!

Ellie Dowling – Engagement Manager – Dance Woking

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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

## 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 Support

## Appendix 1

### 1. About Dance Woking

Established in 1994, 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.

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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
- 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

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 [ellie@dancewokingltd.onmicrosoft.com](mailto:ellie@dancewokingltd.onmicrosoft.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?

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 details: 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 details:

Signed:

Date:

Please return complete form to:  
[ellie@dancewokingltd.onmicrosoft.com](mailto:ellie@dancewokingltd.onmicrosoft.com)

### Appendix 3

#### Volunteer Roles - Descriptions

<b>Role Title:</b>	a. Event Steward
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• To help set up the space and equipment ready for the event</li> <li>• To be an information point for the public/artists/dancers</li> <li>• To assist in the smooth running of the event</li> <li>• To inform the Line Manager of any problems or incidents</li> <li>• To act as an ambassador for Dance Woking</li> <li>• To hand out promotional literature including programmes</li> <li>• To help with the documenting on the event including photos/videos/vox pops</li> <li>• To collect feedback and evaluation data</li> <li>• To welcome artists/dancers and sign them in</li> <li>• To encourage audience members to participate workshops/watch performances.</li> <li>• Other reasonable tasks at the request of the Team Leader</li> </ul>
<b>Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• Good timekeeping</li> <li>• Reliable</li> <li>• Comfortable talking to people</li> <li>• Team worker</li> <li>• Good communicator</li> </ul>

<b>Role Title:</b>	b. Dancer
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• To actively participate in the dance workshop, learn the movement and encourage others to join in and take part</li> <li>• To support the participants with the learning of movement</li> <li>• To inform the Team Leader of any problems or incidents</li> <li>• To act as an ambassador for Dance Woking</li> <li>• To collect feedback and evaluation data</li> <li>• Other reasonable tasks at the request of the Team Leader</li> </ul>
<b>Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Dance experience</li> <li>• Interpersonal skills</li> <li>• Team worker</li> </ul>

<b>Role Title:</b>	c. Dance Assistant
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<b>Duties:</b>	<ul style="list-style-type: none"> <li>• To assist the company/dance artist leading the project</li> <li>• To support the dancers with the learning of movement</li> <li>• 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)</li> <li>• To inform the Team Leader of any problems or incidents</li> <li>• To act as an ambassador for Dance Woking</li> <li>• To collect feedback and evaluation data</li> <li>• Other reasonable tasks at the request of the Team Leader</li> </ul>
<b>Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Dance experience</li> <li>• Interpersonal skills</li> <li>• Team worker</li> <li>• DBS Check</li> </ul>

<b>Role Title:</b>	d. Front of House
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• To distribute pre-paid tickets to audience members</li> <li>• To direct audience members to auditorium</li> <li>• To assist in set-up of Front of House areas</li> <li>• To have a clear understanding of the programme</li> <li>• Gathering of audience data</li> <li>• To act as point of contact to audience members, assisting any queries, problems or questions they have relating to the performance</li> </ul>
<b>Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Comfortable talking to people</li> <li>• Team worker</li> <li>• Good communicator</li> </ul>

<b>Role Title:</b>	e. Artist Liaison Officer
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• To welcome artists/dancers of professional dance companies and sign them in</li> <li>• To provide the group with logistical information when they arrive on site</li> <li>• To act as the company's main contact for the duration of their visit</li> </ul>
<b>Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• Good timekeeping</li> <li>• Comfortable talking to people</li> <li>• Team worker</li> <li>• Good communicator</li> <li>• Professional attitude</li> <li>• Reliable</li> </ul>

<b>Role Title:</b>	h. Stage Manager
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• To take on the role of Stage Manger for a specific event</li> <li>• To liaise with performers, FOH staff, technician and project manager and to manage the performance / event in terms of its smooth running</li> <li>• To inform the Dance Woking management team of any problems or incidents</li> <li>• To assist in the smooth running of the event</li> <li>• To act as an ambassador for Dance Woking</li> </ul>
<b>Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• Good communicator</li> <li>• Good timekeeping</li> <li>• Team worker</li> <li>• Previous experience of stage production is desirable</li> <li>• Problem solving</li> </ul>

<b>Role Title:</b>	i. Light & Sound technician
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• To take on the role of Light &amp; Sound Technician for a specific event</li> <li>• To familiarise yourself with the sound / lighting deck at the venue</li> <li>• To inform the Dance Woking management team of any problems or incidents</li> <li>• To assist in the smooth running of the event</li> </ul>
<b>Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• Good communicator</li> <li>• Good timekeeping</li> <li>• Team worker</li> <li>• Previous experience of stage production is desirable</li> <li>• Problem solving</li> </ul>

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