

Dance Woking Volunteer Pack 2023

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. 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 are looking for a variety of volunteers from Event Stewards to those that can provide some office type support.

Dance Woking manages various dance activities and programmes throughout the year, in various settings from community, theatre, outdoors to educational. We couldn't do this without the help and support of our volunteers supporting a variety of roles. This booklet should assist with the opportunities we are able to offer, and help you decide which would be most suitable to your skills and time availability. 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
- Good knowledge of Dance Woking and our offer
- 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 where possible we would encourage our volunteers to support our events in a stewarding capacity. 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 involves administrative duties, if you are interested in supporting us in regular volunteering please contact us: office@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 us by emailing: office@dancewoking.com

We look forward to hearing from you!
Dance Woking Team

Dance Woking is supported by:



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 Assistant
- b. Dance Assistant
- c. Stage Manager
- d. Light & Sound Technician
- e. Marketing Support
- f. Administration
- g. Fundraising

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

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- 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.

Dance Woking is supported by:





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:

- a. Event Assistant
- b. Dance Assistant
- c. Stage Manager
- d. Light & Sound Technician
- e. Marketing Support
- f. Administration
- g. Fundraising

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 to us at: office@dancewoking.com

Appendix 3

Volunteer Roles – Guide Descriptions

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

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

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

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

Role Title:	e. Marketing Support
Duties:	<ul style="list-style-type: none"> • 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



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Duties continued:	<ul style="list-style-type: none">• Linking to and updating social networking pages• Supporting diary features, blogs/feedback forms• Add DW events to other free listing websites• 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