**Dovecot Volunteer Role Description**

**Title:** Dovecot Exhibition Installation Volunteer.

**Purpose:** To assist in general installation/de-rig and art-handling tasks during exhibition changeover.

Dovecot Studios is looking for one volunteer to assist with the de-rigging of our current exhibition, and the installation of our next exhibition in January 2022.

The chosen candidate must be available from Monday 10 January- Friday 14 January 2022 (inclusive), with the possibility of two extra days the following week. The chosen candidate will receive art handling training from Dovecot’s exhibitions curator, and hands-on guidance from the exhibition’s technical team, as well as valuable insight into the process of de-installing, and installing medium sized exhibitions.

This opportunity would benefit those thinking of entering the museum sector as an exhibition curator, coordinator, or those wishing to pursue a career as museum technical staff.

**Key volunteer roles and tasks**

**Installation Support tasks include:**

* Assisting with setting up the exhibition space for de-rig and installation activities.
* Assisting with the un-packing and packing of exhibitions objects.
* Assisting with condition checking of items, including textiles, paper, and wood.
* Correctly handling art objects and settings for exhibition; following clear instructions from the Exhibitions Curator and technical teams.
* Setting and removing gallery labels and vinyl information boards.
* Safe manual handling of crates, boxes and materials within the gallery spaces.
* Moving and transporting objects into and out of the building entrance including keeping passageways and walkways safe for the public and other building users.
* Proof reading and checking gallery information and object lists as provided by the Exhibitions Curator.
* Leaving the gallery in order to purchase necessary small tools and equipment, or courier objects needed for exhibition from the local area.
* Assisting with the safe practice of others by holding ladders and other equipment.
* Being vigilant of the safety of others working in the gallery space at all times.

**All Volunteers should:**

* Arrive early to ensure that they are ready to start on time.
* Communicate to the Exhibitions Curator any operational and/or building issues.
* Adhere to Dovecot’s Health and Safety, Data Protection and Safe Guarding procedures.
* Be presentable and professional at all times, having a friendly and polite manner.

All tasks will be carried out under the direct supervision of the Exhibitions Curator, or delegated team members.

**Key skills / experience required**

* A keen interest in museums, galleries, fine art or textiles is preferable.
* Excellent communication skills.
* Ability to engage in manual handling and practical, “hands-on”, activities.
* Able to deal with new tasks with a professional and proactive attitude.
* Comfortable working both individually and in a team and possess a flexible, can-do attitude
* A friendly, confident and professional manner.

**Time and level of commitment required**

Volunteers are required to work for one exhibition installation period only.

Required: Five days- Monday 10 January- Friday 14 January 2022 (inclusive), with the possibility of two extra days the following week (this will be optional for the chosen candidate, and will be dependent on the needs of the exhibition install schedule).

Days are normally 9am to 5pm with a 15 minute tea break, and 1 hour for lunch.

**Place of volunteering** Dovecot Studios – Galleries

10 Infirmary Street

Edinburgh, EH1 1LT

**Key working relationships**

* The Volunteer team is administered by a member of Dovecot’s staff.
* Exhibition volunteers receive training in art handling good practice, from the Dovecot’s Exhibitions Curator. This will be done prior to the volunteer period and will also be supervised throughout their volunteering.
* The volunteer will work closely with the exhibitions technical team.

**Support and responsibility**

Volunteering during Dovecot exhibitions installation is designed to build knowledge, awareness, and confidence in exhibition installation and art handling.

All volunteers will have hands on support from the Exhibitions Curator and delegated technical crew throughout their volunteering.

Because exhibition installations are very busy for Dovecot staff there may be some times during the volunteering period where there will not be any active role the volunteer can play and some waiting may be required. During these times the volunteer should quietly observe the activities of the gallery team to support their own learning and be available when called on to help.

**Recognition**

* Voluntary work experience which can be an invaluable addition to your CV.
* Improve your knowledge and understanding of exhibitions, internal considerations made by exhibitions teams during exhibition install, technical requirements needed for exhibition installation (including rigging lights, hanging framed objects securely, securing museum cases).
* Opportunities to develop valuable skills and experiences within the museum sector, particularly art handling.
* Enjoyment in doing something you like while meeting new, like-minded people.
* Involvement with helping to support the work of Dovecot Studios.

**Key Dates**

* Applications close: Friday 3rd December 2021.
* ½ Day training: week beginning 3 January 2022 (final date to be arranged with successful candidates)
* **Dates required: 10 January- 14 January 2022 inclusive.**

If you are interested in applying for this volunteering opportunity, please email your interest with a brief description of your past experience relevant to role (not required) [janecarey@dovecotstudios.com](mailto:janecarey@dovecotstudios.com)