

## Arts Team Volunteers

Our Arts Team is currently looking for enthusiastic and meticulous volunteers to assist with the returning of thousands of artwork entries from the 2024 Koestler Awards. We are looking for people to be able to commit to at least one day a week for a period of 3 months minimum, beginning in the New Year. Interviews will be in December.

We need volunteers who can work independently and can follow our procedures to process the entries efficiently and reliably. Returning the entries is a fun but labour-intensive task that requires strong attention to detail. Volunteers will gain experience in a dynamic team, getting a unique behind-the-scenes look at the exciting and diverse range of writing, music, fine art and design pieces we work with. They will also gain an insight into the running of a small, prestigious arts organisation.

From the New Year, we will have space for several new volunteers for a period of **around 3 months, 1 - 2 days a week** (Tuesday - Fridays) in the Koestler house (W12 0TX). We will reimburse travel expenses within London.

**Please note that you must be 18 years or older to volunteer.**

### Skills and experience needed:

- Accuracy - you need to sustain accuracy while working with large volumes of artwork and numerical data at a time.
- Physical dexterity - to handle fragile artwork in many shapes and sizes following health and safety procedures. The role can be quite physically demanding at times, as we have several flights of stairs which we regularly need to carry lots of boxes of artworks and materials up and down.
- An interest in one or several of the art forms represented in the Awards - an interest in the artwork will keep things lively for you.
- Commitment to the charity's policies such as health and safety, confidentiality and equal opportunities.
- Support for the aims of Koestler Arts - we want our volunteers to get as involved as they can in our work and to enjoy promoting participation in the arts by all people in the criminal justice system, secure patients and detainees.

### What to do next...

If you are interested in this voluntary role please complete the Volunteer application form and email or post it with a brief covering letter, outlining your interest in the role and availability, as well as your CV to [isobel@koestlerarts.org.uk](mailto:isobel@koestlerarts.org.uk) or **Isobel Rahman**, Koestler Arts, 170 Du Cane Rd, London W12 0TX. Please note, applications not including this information will not be considered. Please aim to register your interest before Christmas.

We welcome volunteers throughout the year, however we aim to process applications for the New Year within 3 weeks, and will aim to respond to you shortly after that date.