

WELCOME TO



THE RISING SUN ARTS CENTRE



A GUIDE TO VOLUNTEERING

You will have been given this pack as a result of showing interest in volunteering with the Rising Sun Arts Centre. It is our hope that the following pages will provide you with lots more information about volunteering with us and answer any questions you may have!

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Please do get in touch if you still have any questions or would like to go to the next step and start volunteering with us!

WELCOME LETTER

Hi,

Thank you for showing an interest in volunteering at the Rising Sun Arts Centre! We just wanted to give you a brief idea of how valuable volunteers are to the centre and what we hope you will gain from volunteering with us.

All of the events that happen here at the centre would be impossible without the work and dedication of our team of volunteers. They make everything happen – from the initial ideas, through to the planning process and delivery of events and projects. The Rising Sun Arts Centre simply would not exist how it does without volunteers and that is why we are always looking for new people to join us!

The Centre is run by teams of people of all ages and abilities and from all cultural backgrounds. We recognise that our success is due in part to the different viewpoints and experience brought to the centre by those involved. We strive to make the most of our volunteers' various skills and knowledge in all that we do.

We are incredibly grateful for the time and commitment that our volunteers give and we understand that they should receive something in return. As a volunteer with us, we hope that you will gain a lot of new skills, knowledge and experience. We offer training where needed as well as opportunities for shadowing. One of the best things about volunteering with us is that you get access to some of the most interesting arts events in Reading. Our new volunteers get to be a part of something bigger than the centre – they are welcomed into a community of existing volunteers with shared interests and ideas who support one another to make the most of the arts.

We hope that the following pages will only serve to increase your interest in volunteering with us. Please do not hesitate to get in touch with us if you have any questions and we will do our best to answer them.

Happy Volunteering!

Nikita Moody

(Programme and Volunteer Support Worker)

OUR HISTORY

The Rising Sun Arts Centre is a small, independent arts centre, which for 26 years has been staffed and run by volunteers. The Rising Sun started as a squat, created by a group of intrepid artists who saw a need for ground-level arts development, for and by, the people of Reading. The centre gained charity status in the mid-90s, and has been at the heart of Reading's cultural life ever since.

The Rising Sun creates a space where creativity flourishes and people come together to make things happen. Our programme includes a varied line up of high quality events and activities, avant garde music from some of the world's top improvisers, ground breaking, participatory projects and the best band nights in town to name a few, all managed by volunteers without the benefit of core funding or full time staff.

How We Run

The Rising Sun is a registered charity governed by a board of Trustees with two part time paid staff members. All the core work of the centre is done by volunteers and the centre survives on the basis of earned income with occasional funding for specific projects.

The Building

The Rising Sun was built in 1877 as a Temperance House by the Architect Alfred Waterhouse, who also designed the slightly grander Natural History Museum. Silver Street at that time was situated in one of Reading's most notorious districts. The building first became an Arts Centre in 1990 when a group of artists rescued it from a semi derelict state. Their actions created a community based arts venue which has flourished for 25 years. The centre has been through lots of changes but throughout it has been a venue where huge numbers of people have been able to enjoy the arts and have been inspired to engage with and take part in creative activities. The building is now a grade two listed building and although we have broken with its original intentions (and installed a licensed bar!) the aim is still to bring something positive to the town and provide people with opportunity and inspiration.



OUR VALUES

Creativity

- Creativity lies at the heart of everything we do. It is what brings us together.
- Collectively we strive for the right and the opportunity to be creative. As individuals, we recognise and celebrate the creativity of others and seek to find ways to ensure that everyone has access to creative experiences and expression.
- Our creativity motivates us to make things happen, to nurture, enable and collaborate.
- Our creativity provides us with passion and energy, it drives our commitment to being open to new ideas, inspires our learning and informs where we position ourselves within our communities and cultures.

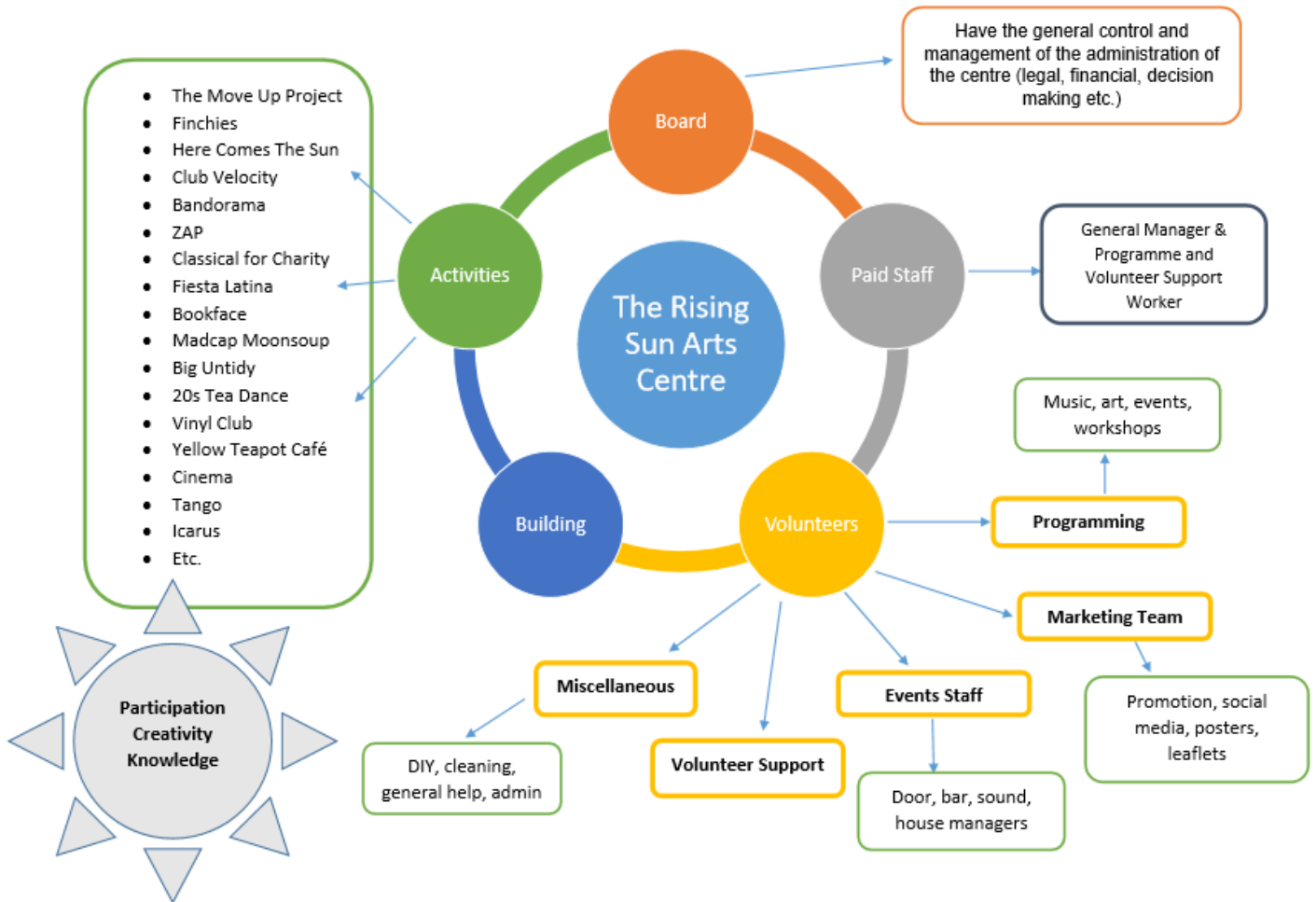
Participation

- The Rising Sun has a long term interest in participation and in understanding how it works. For us participation is about people from different backgrounds working together creatively, supporting and inspiring each other.
- The Centre is run by teams of people of all ages and abilities and from all cultural backgrounds. We recognise that our success is due in part to the different viewpoints and experience brought to the centre by those involved.
- We believe that participation involves inspiring people to take meaningful control. In our work it means devolving decision making outwards to the teams who are responsible for the centre's core work and giving them the support they need to manage projects and processes.

Knowledge

- The Rising Sun is committed to improving our understanding of participation. We believe participation is an effective way of working and is a vital part of making the Centre viable.
- Participatory projects which happen at the centre and the centre itself are modelled on what we have established through experience and tested in real world environments. We are committed to constantly improving our knowledge and the centre's work is an ongoing learning project dedicated to better understanding of participatory processes.

DIAGRAM OF THE CENTRE



The Rising Sun Arts Centre is a registered charity which is overseen by a board of trustees. The trustees work together on ideas involving governance. The centre has 2 paid members of staff (total of 40 paid hours per week) – the manager and the programme & volunteer support worker. The vast majority of the work carried out at the centre is done by volunteers.

OPPORTUNITIES

❖ Programming Team

What will you be doing?

As a member of our programming team, you will work alongside other volunteers to put together the centre's programme. This might involve contacting artists, suggesting events and sharing ideas. From the first confirmation to the event itself you'll be keeping up communications with the artist(s), answering questions, ensuring resources are available and being there for the event itself wherever possible.

How much time will I need to give?

This is entirely up to you. It could be anything from a couple of hours a month attending the programming meeting for discussions to a few hours a week working at the events you have programmed in.

What skills do I need?

- A knowledge of the local arts scene (but you will learn more in this role)
- An interest in programming
- Willingness to share ideas and learn

❖ Marketing Team

What will you be doing?

As a member of our marketing team, you will work alongside other volunteers in promoting the arts centre and our events/projects. This could be through use of social media, designing posters and leaflets, writing press releases or distributing leaflets around the local area.

How much time will I need to give?

This is entirely up to you. At least a couple of hours a month will be required to discuss marketing ideas with the rest of the team. The amount of time will then vary depending on what you would like to help out with.

What skills do I need?

- An interest in marketing
- Willingness to share ideas and learn
- Ability to think creatively

❖ Bar Staff

What will you be doing?

As a member of our bar team, you will have the opportunity to help out at some of our fantastic events. This will see you working behind the bar; serving customers, restocking fridges and cashing up.

How much time will I need to give?

This is entirely up to you. Events are run at the centre very regularly and we welcome you to come and help out whenever you are able to. You could do the same events all the time or try different things. The time commitment is very flexible.

What skills do I need?

- An interest in events
- Willingness to share ideas and learn
- Good customer service skills

❖ Project Work

What will you be doing?

The centre is home to various projects related to the arts. Doing project work will entail choosing a project (or more than one if you'd like to!) and helping to keep the project running. Take a look at our programme to find out more about the current projects we have for you to get involved in. Examples of projects: Move Up, Genius Ideas, Finchies Bar, Here Comes The Sun etc.

How much time will I need to give?

This is entirely up to you. Each project has varying time commitments; you can discuss this with someone at the centre. Bigger projects may require more time over a short period whilst continuous projects may ask for a weekly commitment.

What skills do I need?

- An interest in project work
- Willingness to share ideas and learn
- Ability to think creatively

❖ Sound Team

What will you be doing?

You will join our team at band nights and any other events requiring sound. At these, you will set up sound equipment, do sound checks, control sound levels and pack everything away at the end.

How much time will I need to give?

It depends how often you are available. Mostly, sound volunteers are required on Friday or Saturday nights for around 5 hours from start to finish.

What skills do I need?

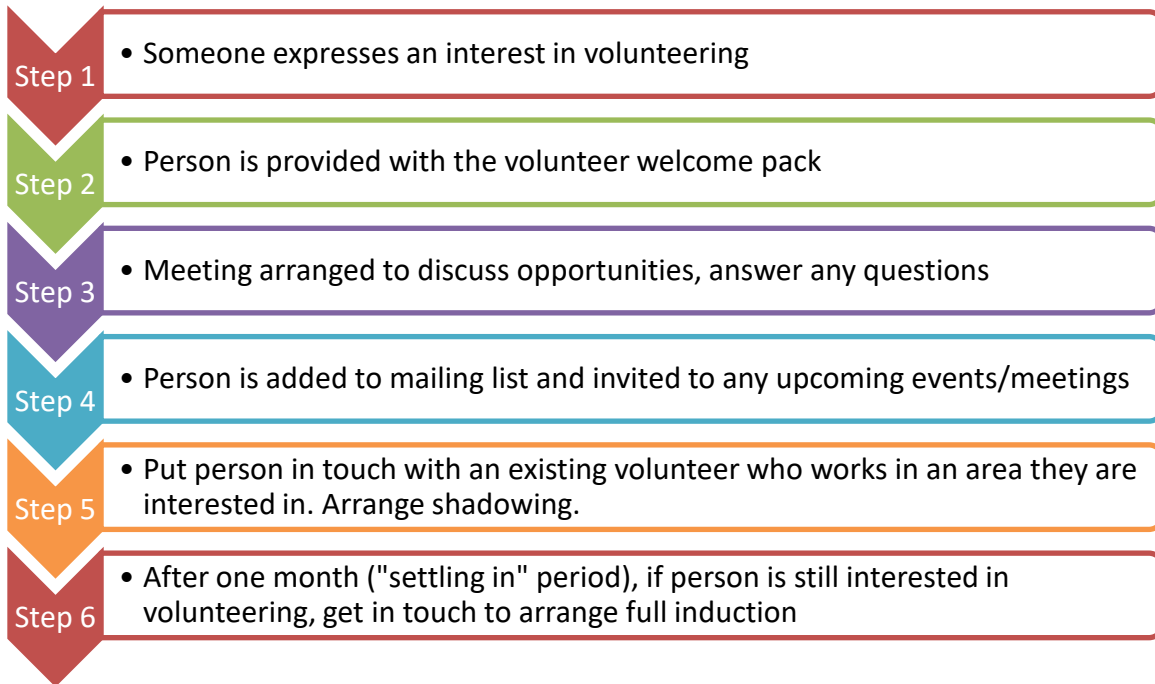
- Willingness to learn
- Interest in music
- An understanding of sound equipment (not essential)

All of these descriptions are very flexible. We also offer volunteering opportunities in other areas including:

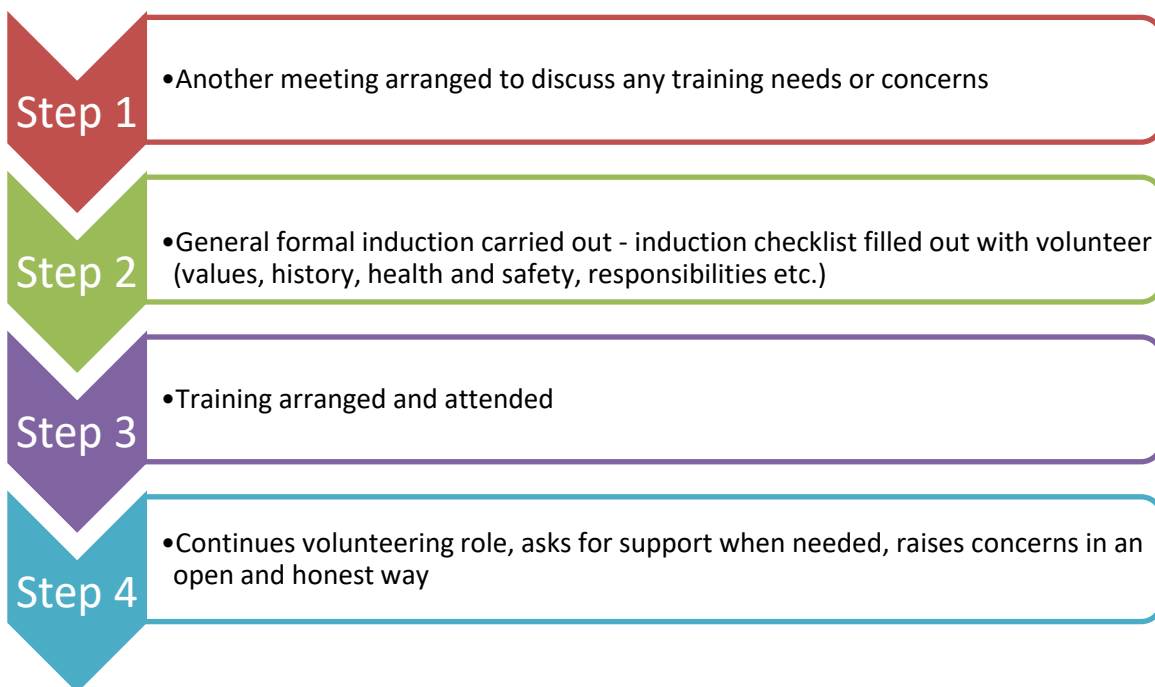
- Building our mailing list
- Photographing events
- Setting up/ packing away for events
- Updating the website
- Producing videos for the centre
- Cleaning
- DIY
- Being a trustee
- Organising volunteer socials
- Sorting through leaflets at the centre
- Being on the door for events
- & so much more...

WHAT TO EXPECT FROM INDUCTION?

PART ONE – initial meetings and introductions



PART TWO – the induction



HEAR FROM OUR EXISTING VOLUNTEERS



SARAH

“Volunteering at the Rising Sun makes me feel part of a much-loved organisation that does incredible things! I also feel like I’m doing something valuable and I get to meet new and inspiring people. I think I chose to volunteer here originally about 6 years ago to get new skills as I was having a job crisis at the time and felt very lost. I have more confidence now and a (slightly!) better idea of my direction in life as a direct result of my time at RSAC. I recently gave up a stressful office job to study live sound engineering which would have been unthinkable 6 years ago!”



JOANNE

“The Rising Sun Arts Centre is probably the most inclusive organisation I ever had the experience of being involved with. Everyone involved in the centre is so genuine, interested, and passionate about making the centre the best that it can be. I feel completely at home at the Rising Sun, and feel that the centre brings out the best in me, and in what I can achieve.”



PHILBERT

“The Rising Sun is a versatile arts space which adapts to what people want to do. As a Carnival Artist I appreciate the space and the community involvement – Carnival is all about community, about bringing people together, and that’s what we do at the Rising Sun”

VOLUNTEER AGREEMENT

The Rising Sun Arts Centre is run largely by volunteers with the support of two paid members of staff. As such volunteers are an important and valued part of the organisation. We hope that you enjoy volunteering at the Rising Sun and feel part of its community.

This agreement sets out some of you what you can expect from us, and what we hope to get from you.

What you can expect from us:

- To be inducted into how the organisation works and your role within it
- To be provided with adequate training for the role or tasks that you will undertake
- To be given adequate support and information for you to be able to perform the tasks you have undertaken and support to work in the area of your choice
- To provide you with opportunities to contribute to decision making processes.
- To provide a safe workplace, compliant with equal opportunities, health and safety legislation etc.
- To follow our values of Creativity, Participation and Knowledge – leading to an inclusive and open atmosphere
- A procedure for you to raise issues and if necessary make a complaint

What we hope to get from you:

- To communicate effectively with those around you wherever a need arises.
- To follow the centre's operational procedures (e.g. regarding health and safety, equal opportunities and confidentiality etc.) and to adhere as far as possible to the centre's values and vision.
- To offer support and respect to others.
- To keep yourself informed and up to date with events and developments at the centre.
- To be clear about your role and what you can and cannot do. Not to over extend yourself, and to be transparent with your fellow volunteers if you're unable to complete tasks for whatever reason so that the workload can be shared.
- To value and help to ensure the continued existence of Readings only independent community arts space
- To address any concerns in an open and honest way

This agreement is a guideline to effective volunteering only and is not intended to be a legally binding contract of employment.

VOLUNTEER POLICY

1. Values

- a. The Rising Sun Arts Centre is a small, independent arts centre, which for 26 years has been staffed and run by volunteers.
- b. The Rising Sun is a registered charity governed by a board of Trustees with two part-time paid workers. All the core work of the centre is done by volunteers and the centre survives on the basis of earned income with occasional funding for specific projects.
- c. The centre's core values are creativity, knowledge and participation. Creativity is a key motivating force for our volunteers in all the work they do at the centre. The Rising Sun encourages participation from all areas of the local community in order to promote inclusion and collaboration in the arts.
- d. Insofar as The Rising Sun benefits from the skills, experience and enthusiasm of volunteers, we believe that volunteers should be able to gain personal benefits from the experience too. We are committed to managing volunteers in a way that ensures that the needs of both parties are met.

2. Why volunteers are involved

- a. All of the events that happen at the centre are managed by volunteers without the benefit of core funding or full time staff. Volunteers shape the programme, promote the centre, make decisions relating to the centre and much more.
- b. The Rising Sun values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the local community and bring a unique perspective to all our work.
- c. The Rising Sun recognises the core role that volunteers fulfil at every level of the organisation. It endeavours to communicate with volunteers in appropriate ways, including regular e-mails. It also recognises the importance of seeking volunteers' ideas and opinions. Feedback from volunteers is always welcome and any volunteer may make suggestions in meetings.

3. The role of staff in delivering volunteering

- a. There are two part-time paid members of staff at the centre, working a total of 40 hours per week. Paid staff are here to facilitate the work of volunteers. Staff give volunteers all the support they need to be able to manage various projects and processes.
- b. The Programme and Volunteer Support Worker is responsible for the overall management of volunteer involvement, including overseeing the implementation of this policy and dealing with any complaint or grievance relating to volunteers. All staff required to undertake such duties have been provided with training in the management, supervision, support and training of volunteers.

4. Volunteer roles

- a. Our volunteers are able to take part in a variety of different roles. These include, but are not limited to, the following:
 - i. Programming
 - ii. Marketing
 - iii. Work on specific projects

- iv. Bar staff
- v. House managers
- vi. Door staff
- vii. Building maintenance
- viii. Cleaning
- ix. Supporting other volunteers
- x. Sound

5. Equality, diversity and inclusion.

- a. The Rising Sun strives to create a diverse and inclusive organisation within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.
- b. The Rising Sun is committed to serving and representing all the people of Reading and wishes to see all sections of the community represented among our volunteers. Furthermore, The Rising Sun aims to regularly review the make-up of the volunteer team to identify and target any under-represented group(s).

6. Induction and training.

- a. Volunteers are provided with a written guide to volunteering, which outlines the expectations and responsibilities of both the volunteer and The Rising Sun. This agreement may be reviewed at any time with the consent of the volunteer and his/her supervisor.
- b. All volunteers will be able to have a “settling in” period, the length of which depends on personal preferences. During this period, the volunteer is able to attend meetings and shadow other volunteers in order to make an informed decision about whether or not they would like to volunteer at the centre.
- c. At the end of this “settling in” period, volunteers will be provided with a full induction to the centre. At this point, training needs will also be discussed.

7. Health & Safety and Insurance.

- a. Volunteers are covered by the centre’s health & safety policy and insurance.

8. Expenses.

- a. Volunteers will be reimbursed out of pocket expenses that have been agreed with the centre’s manager, receipts must be provided.

9. Confidentiality.

- a. A volunteer database is kept with names, roles and contact information provided by volunteers. This information will not be shared with anyone outside of the organisation.

10. Review.

- a. This policy is to be reviewed in October 2017.

SUPPORT WHILST VOLUNTEERING

At the Rising Sun, we are dedicated to ensuring that all our volunteers feel supported throughout their time with us. Here are some ideas of what you can expect as support to help you have the best experience possible volunteering with us:

- **Induction**

- All new volunteers will go through an induction process. This is designed to ensure that you settle in as quickly as possible and can find a role that suits you best.
- Induction includes having a meeting with a paid member of staff, meeting volunteers and being given the chance to shadow volunteers whose roles you are interested in.
- We also have a period of time (1 month from initial meeting) to ensure that you are able to make an informed decision about whether volunteering with us is right for you.

- **Contact**

- You will receive regular contact from the centre via e-mail. This will include reminders of events and meetings, opportunities to help out as well as newsletters and any updates on the running of the centre.
- If you do not have access to e-mail, just let us know and we can provide this information via post or a quick telephone call – whichever option you prefer!

- **Socials**

- An important reason why many people volunteer is to make friends. Our sense of community is vital in the running of the centre. The volunteer support team arranges socials for volunteers on a regular basis.
- These socials are a chance to catch up with other volunteers on an informal basis and get to know those who you may not see very often.



- **Training**

- During your time with us, it might occur to you that there are some gaps in your knowledge/skills which you feel would be filled by training.
- We are keen to try and supply training in these cases where we think it will benefit your role at the centre.
- Please keep us informed of any training needs which you have.

Please let us know if you have any additional support needs.

USEFUL CONTACTS

To find out more about what we do, it might be worth taking a look online or getting in touch!

Website: <http://www.risingsunartscentre.org>

Email address: info@risingsunartscentre.org

Telephone: 0118 986 6788



www.facebook.com/TheRisingSunArtsCentre

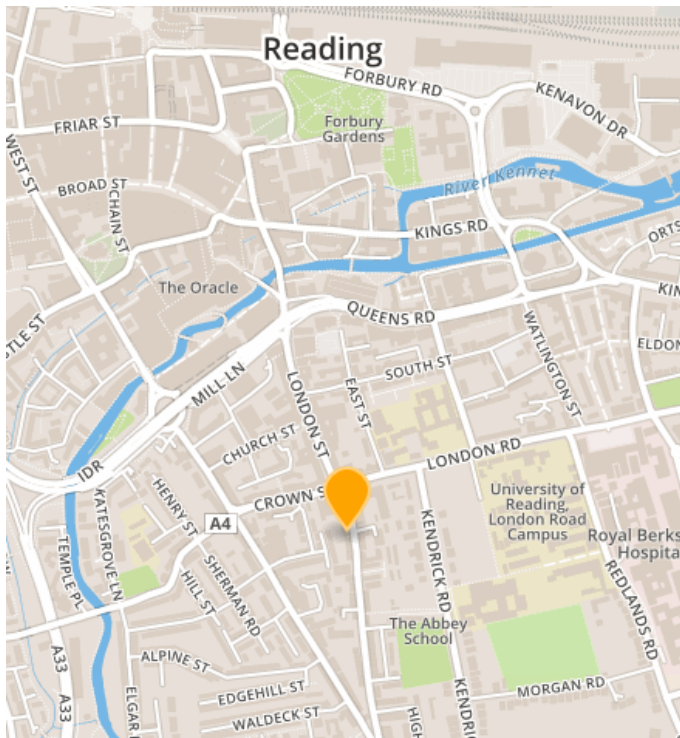


www.twitter.com/RisingSunArts



www.instagram.com/risingsunartscentre

Plus, you can always pop into the centre and see if anyone is around to answer your questions. You can find us here:



30 Silver Street

Reading

Berkshire

RG1 2ST

VOLUNTEER POINT OF CONTACT LIST

If you have queries about...	Then please contact...
Bar	Larry or Nikita
Big Untidy	Mark - mark_cathy@ntlworld.com
Club Velocity	Sid – sidsiddle@hotmail.com
Finchies	Larry – larrywatson58@hotmail.com
Here Comes the Sun	Damien – damienapassmore@hotmail.co.uk
Icarus	Simone - simone.hesselberg93@gmail.com
Marketing	Damien – damienapassmore@hotmail.co.uk
Monthly Newsletter	Julie – julievigne@yahoo.co.uk
Move Up Project	Larry – larrywatson58@hotmail.com
Policies, procedures, finances, governance	Trustees – trustees@risingsun-artscentre.co.uk
Programming	Team – programming@risingsun-artscentre.co.uk
Repairs	Ross – rossjhale@hotmail.com
Room hire	Larry – larrywatson58@hotmail.com
Sound	Zac - zacyeo@hotmail.com
Stand Up Cinema	Tom - tom@zajacmedia.co.uk
Tribute Night	Zac – tributenight@hotmail.co.uk
Volunteer Support (e.g. socials)	Nikita – Nikita.moody@risingsun-artscentre.co.uk
Volunteering	Nikita – nikita.moody@risingsun-artscentre.co.uk
Website	Amy - amyjgibb@yahoo.co.uk
YouTube Channel	Jon - drjonoverton@googlemail.com
ZAP	Larry – larrywatson58@hotmail.com