

Front of House Volunteering at Fabrica – FAQs

What does being a front of house volunteer involve?

Your main job as an Exhibition Space Volunteer is to be in the gallery interacting with the public and providing them with information about the exhibition and Fabrica. You will also be responsible for recording visitor numbers and selling merchandise. We aim to have at least two volunteers in the gallery at all times. Other front of house volunteer jobs include:

- Installation and de-rig of exhibitions – volunteer involvement depends on the nature of each exhibition but always includes painting the space and furniture and cleaning up.
- Mailout – these take place before each show and involve sending out publicity to people on our mailing list.
- Distributing gallery leaflets to shops and businesses.
- Updating digital mailing lists.
- Helping plan and take part in educational workshops.

How often will I need to volunteer?

We ask our volunteers to commit to doing **at least one 3.5 hour shift a week** during exhibitions. The gallery is usually open Wednesdays – Sundays. You do not have to do the same day each week but we ask you to let us know in advance when you can come in, and to turn up on time! Volunteers need to commit to volunteering for **at least two months**. We also ask that volunteers attend a training/induction session before they do their first shift in the gallery.

Who will supervise me?

There are two Exhibition Space Managers and Volunteer Co-ordinators, Tila and Natasha, one of them will always be at the gallery to supervise you during your shift. We stay in regular contact with the volunteers by e-mail and you can always see us if you have a problem or query.

What other volunteers are there?

We have a team of about 50 volunteers, of various ages, nationalities and backgrounds. Many of our volunteers are students studying an art related subject. We try and encourage volunteers to get to know each other and hold social events such as volunteer trips to galleries where you can meet and get to know other people in the team.

When can I start volunteering?

If you are interested in becoming a front of house volunteer, please complete the volunteer application form and return it to us with a passport photo. We will then contact you for an informal interview, which normally takes place approx 4 weeks after we receive your form (though this may be longer if we have a waiting list). After your interview, you will be invited to attend two initial training sessions and then to complete three probationary shifts. After this, we will ask you to sign a volunteer agreement.

Will I receive any training?

Before you do your initial shift you will attend two training sessions giving you an overview of Fabrica and the opportunity to meet the Volunteer Coordinators and other new volunteers. You will then spend an hour shadowing an experienced volunteer who will go through everything you need to know.

Will volunteering at Fabrica lead to a job?

Unfortunately, we cannot guarantee a job at Fabrica, but we hope that the skills and experience you learn through volunteering here will help you find a job in the future. Most Fabrica paid staff started off as volunteers in the gallery, and other volunteers have gone on to get jobs in related fields. There is sometimes the opportunity to take on odd paid jobs doing bar work or cleaning during Fabrica events.

If you have any other queries, please contact Tila or Natasha at frontofhouse@fabrica.org.uk or on 01273 778 646.