

**Volunteer role: Temporary Spaces volunteer**

**Purpose:** With over 120 properties across the UK, the East Street Arts Temporary Spaces team are looking for volunteers to assist with the setting up and running of the spaces.

**Location:** Patrick Studios, St Mary’s Lane, Leeds, though some travel to other sites may be involved

**Types of duties:**

* Helping to research into artists and areas for new spaces
* Updating and maintaining the property database
* Filing and other administrative tasks
* Getting keys cut
* Visiting spaces
* Taking meter readings
* Collecting monitoring information

**Reports to:** Ann Rutherford, Senior Projects Manager

**Time commitment:** minimum of one day per week

**What we expect from you:** You should be friendly, enthusiastic and able to work independently. Administrative experience would be useful, but basic training will be provided

**What you can expect from us:** We hope to provide our volunteers with excellent & invaluable experience of setting up and establishing spaces for artists. We can reimburse travel & lunch expenses up to the cost of £5 a day. This is a great opportunity to be part of a small, tight knit team who look after each other and are all about working hard and having fun

**Any other info:**

* Unfortunately we cannot accept volunteers under 18 years of age
* All volunteers will be asked to produce two references and may be required to undertake either a Disclosure and Barring Service Check (DBS check). They will also be invited to attend an informal interview to discuss suitability