



Spare Parts

*Meaningful volunteering opportunities
& paid internships*

Volunteering information



Thank you for your interest in volunteering at Spare Tyre. Please read through the following information. If you'd like to apply to volunteer at Spare Tyre, complete an application form and return it to us.

You can download an application form from our website:

sparetyre.org/about/work-with-us.

Alternatively email info@sparetyre.org or call 020 8692 4446 (ext 273) for a hard copy.

Spare Tyre is one of the UK's leading participatory arts companies. We have over 35 years of experience of creating theatre with voiceless communities that inspires and transforms lives.

Right now we work with people aged 60+, people with dementia and carers, adults with learning disabilities, and women who have experienced violence.

We enable creativity, sharing and risk-taking in supportive workshop environments. We develop new models of working with communities responding to changing needs. We challenge prejudice with bold and powerful shows. We use a multi-sensory, multi-artform approach across all of our work.

About Spare Parts

Our volunteer programme, Spare Parts, is a vibrant and important part of the Spare Tyre vehicle. Our volunteers provide the company with dedicated and essential support, fresh ideas and new points of view.

In return we follow our company-wide mantra of **train, mentor, progress**. As a volunteer you will receive practical experience, and mentoring from our highly-trained artists and admin staff.

What you can expect from us

Our responsibilities are to:

- Provide meaningful and practical roles and tasks
- Ensure a structured and supportive environment for training and learning
- Provide mentoring from our highly-trained artists and admin staff
- Provide regular supervision
- Reimburse out-of-pocket expenses (up to £15 per day)

What we expect from you

To get the most out of volunteering for us, we ask a few things from you:

- Be punctual, and give us a call if you are running late or unable to come in as soon as possible.
- Be a team player and support the Workshop Leader or colleagues in the office by listening and taking part.
- Make sure you observe confidentiality of the participants and your colleagues
- Ask questions when you are not sure.
- Keep an open mind to new ideas and ways of working.
- To work within our Equal Opportunities, Protection of Vulnerable Adults and Health and Safety Policies. You will receive copies of these before you start volunteering for us.



Volunteer Roles

We have 2 regular volunteer roles. **Project Volunteers** who support our artists in our workshops and **Admin Volunteers**, who assist us in the office.

When we are working towards a big project we sometimes need **Production Volunteers** and **Design Volunteers**. We also have one off opportunities occasionally, such as volunteers working front of house, taking part in installations, or helping to market our shows.

Project Volunteer Role Description

Goal

To provide a valuable link between Workshop Leader and participants.

Tasks

- To provide support to participants and the workshop leader.
- To help set up / take down equipment.
- To ensure all participants arrive and leave ok from the workshops.
- To participate and contribute fully to the workshop process.
- To be sensitive to the participants, listening, encouraging their expression and showing a genuine interest in them.
- To be aware of group dynamics and support participants who are on their own.
- To help document the workshops.

Skills and Qualities

- Good inter-personal skills.
- Awareness and understanding of individual participants needs.
- Willingness to develop a strong working relationship with participants.
- Commitment to participate fully in workshops.
- An appreciation of the Arts in a participatory environment

Time Commitment

Projects vary in length but on average you will need to commit one day per week for 8-12 weeks.

Location

Project locations vary and are often based in one of several boroughs, including Camden, Redbridge, Wandsworth, Hounslow and Lambeth.



Administrative Volunteer Role Description

Goal

To provide administration support to the office team.

Tasks

- Marketing activities.
- Undertaking research projects.
- Communication with Spare Tyre's stakeholders.
- Keeping the company database up to date.
- Office management tasks.
- To undertake additional tasks that may arise on a day to day basis.



Skills and Qualities

- Basic computer skills.
- Good inter-personal skills.
- Enthusiasm and a willingness to undertake other tasks and learn new skills.

Time Commitment

One day per week, for up to 3 months, which could be extended.

Production Volunteer

Goal To support production and stage managers during rehearsal and performance periods.

Tasks

- Helping to source and transport sets and equipment
- Working with the production manager to install and strike sets and lighting.
- Stage Management duties
- To undertake additional tasks as required on a day to day basis.

Skills and Qualities

- A practical hands on approach with basic technical knowledge of lighting and / or sound equipment.
- Energy and commitment to undertake additional tasks.
- Ability to work to tight deadlines and have flexible hours, including some evenings and weekends.
- Attending production meetings and taking notes.

Time Commitment Each performance date plus rehearsal period.

Work Location

Wherever a show is performing or touring to so will involve travel, usually London-wide.

Last updated January 2016

Design Volunteer

Goal To provide support to the Designer in the preparation of set, costumes and props for productions.

Tasks

- Sourcing props and costumes.
- Construction and painting of sets.
- Attending production meetings to support the Designer.

Useful Skills and Qualities

- A practical hands-on approach with creative and design skills.
- Good communication skills.
- Ability to work to tight deadlines and willingness to work flexible hours.
- Willingness to undertake additional tasks as required.

Time Commitment Each performance date plus a number of days for the production week which could involve up to five or six long days of continuous work. Your time commitment will be agreed with you in advance.

Work Location The Designer's base, as well as the location of rehearsals.

Expenses

Volunteers can claim up to a maximum of £15 expenses per day to cover travel, meals taken during the time of voluntary work, and any telephone costs incurred.

Volunteers need to collect receipts and submit expenses claims no later than one month after you've finished volunteering with us. We are a charity and ask that our expenses procedures be respected accordingly.

Application Process

1. Complete an application form. (Downloadable from our website. Alternatively email info@sparetyre.org or call 020 8692 4446 (ext 273) to request a hard copy)
2. We will call you in for an informal interview
3. If possible, we will match you to a volunteer role and agree time commitments.
4. You will need to complete DBS record check.
5. You will receive a copy of your full role description, and Spare Tyre's policies and procedures, which you will need to read and adhere to.
6. Your first day will be a trial day.
7. During your time volunteering with us, we'll provide regular support through supervision sessions, and give you the opportunity to voice your concerns and feedback.