

# BACKLIT

## Volunteer Role: Office Admin Assistant

If you have an enquiry about a volunteering role, please email [info@backlit.org.uk](mailto:info@backlit.org.uk) or give us a call on 0115 837 2426.

### **Purpose of the role:**

To support the staff at backlit to complete admin and research tasks to support the general running of the gallery and studio spaces.

### **Date Volunteer is required:**

Any Wednesday that you're available excluding the months of July and August.

### **Main Tasks & Activities**

Completing admin tasks handed over by the volunteer coordinator, from the BACKLIT office. Tasks may include:

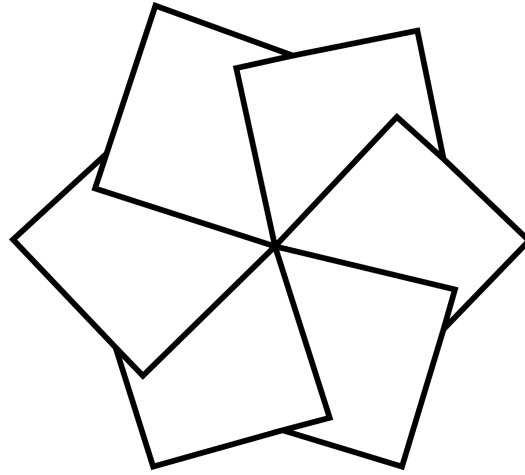
- Data entry
- Filling databases
- Contacting potential clients
- Postering & leafleting
- Tidying & cleaning
- Making refreshments

### **Skills & Experience Required**

It doesn't matter if you are a super-confident person, or realise you're a wallflower and want to speak to more people... we are a friendly and inclusive team who will make you feel at home.

It would be really helpful if you were already:

- Confident using Microsoft Office



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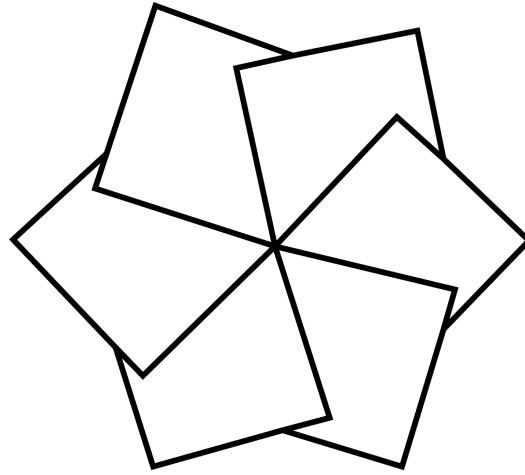
- Confident searching online
- Able to speak to members of the public
- Liaising with members or staff on admin tasks

## **Benefits for you**

Any volunteer at BACKLIT will benefit from networking and industry experience, but each role has specific skills development to ensure the perfect match!

Benefits include:

- Networking with local & national Artists
- Developing: Curation, Communication, Creativity, Cohesion
- Mentoring & Friendship
- Confidence & Public Speaking
- Relevant Industry Experience
- Work Experience & Employment References
- Community Involvement



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## **Where is it & Who will I be working with?**

This role will be supported by the Volunteer Coordinator, as well as:

- All BACKLIT Staff & Volunteers

## **Support offered**

Basic:

- Volunteer Induction
- Initial Interview
- Volunteer Feedback Form

## **How to apply**

Volunteers must have a full induction before attending their first shift.

Existing volunteers:

**Just email the Volunteer Coordinator:**

[Carysbacklit@gmail.com](mailto:Carysbacklit@gmail.com)

New volunteers:

**To apply for this role, first complete a Volunteer Interest Form, then email the Volunteer Coordinator:**

[Carysbacklit@gmail.com](mailto:Carysbacklit@gmail.com)